



## Synergy Launch 4<sup>th</sup> March

Dear Parents and Carers,

We are very excited to announce that we have updated our communication systems and have moved to Synergy. We have decided to invest in this new system as it is currently used at Codsall High School and is well regarded by both staff and parents/carers. This will mean that from the 4<sup>th</sup> March we will no longer communicate via the SIMS app, but all communication will come via Synergy and you will be able to check your child's attendance and timetable at this stage.

The Synergy system has many dimensions that will enhance the way that we are able to communicate with you and increase the information you will have access to regarding your child's time at school. However, as the system is new to us and will be to many of our parents/carers, we will release the system gradually to ensure that we are maximising its potential and to allow us all to build our familiarity with the system. In the first instance, we will use it as a communication tool which is why it is so important that we have up to date email addresses and contact numbers for all parents/carers. The system prioritises email contact, but if it recognises that an email has not been successful, it will then use a text as a back-up. **If you are in any doubt as to whether we have all of your current details, please send them in to school as soon as possible so that we can update our records.**

We are now using Synergy registers to record attendance, so you will be able to check this at any time. Synergy also records behaviour, but we will release this information later as we are currently reviewing our behaviour policy and procedures about which you will soon be receiving a link to a questionnaire to enable us to take in to account your input and feedback.

### Important Steps

- Please check that we have your up-to-date phone number and email address and notify us of any changes
- On Monday (3<sup>rd</sup> March) please check your email (and spam folder) for a link to get started

We hope that you will find Synergy helpful and efficient. As we become more familiar with the package, we will release different sections along with instructions and guidance.

Yours faithfully

**Michelle Burrington**  
Headteacher