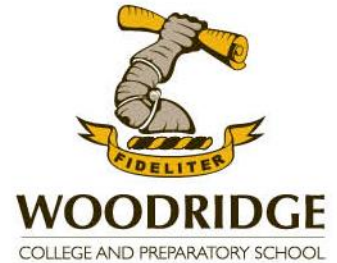


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18 January 2020

Dear Parents,

Re: Communication and launch of the Parents Portal

Please be reminded that we are no longer using D6 communicator. All information has been and will continue to be sent via email from a noreply@woodridge.co.za email address until the parent portal is live. All copies of correspondence sent during this transition period can be found on the website <https://www.woodridge.co.za/term-dates-and-documents/>.

A calendar of dates has already been circulated by email and a pdf placed on the website. Should there be a change to the calendar the pdf will be updated and replace the existing one on the website. Any sudden changes to sporting fixtures or urgent information will also be sent by SMS. SMS's will be sent from the following number: +1 (365) 800-0546 should you wish to save it and perhaps assign a different ringtone/notification sound to it.

The Parent Portal will be rolled out in stages, grade by grade over the next two months. Please look out for your parent portal invitation which will contain your login details.

Initially you will be able to view your portal inbox for emails and important documents as well as the schools calendar. More features will be added during the year.

Prior to sending out your username and pin, I will send out a parent user manual explaining how to create your account step by step.

Please may I ask that you advise any parents who comment about not receiving any communication from us to contact us (email addresses below) to check their contact details and update accordingly.

Should you have any queries or need help you can contact myself, lindi.clephane@woodridge.co.za at the College and melanie.darlow@woodridge.co.za at the Prep.

Thank you once again for your patience during this transition period and we look forward to having you all on board soon.

Kind regards

Lindi Clephane

PA to Derek Bradley
College Engage Administrator