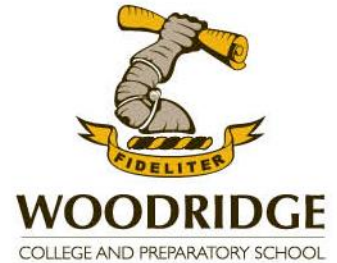


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18 January 2020

Dear Parents,

Re: Communication and launch of the Parents Portal – please read this carefully.

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 and rolled out to all grades. 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, starting with the Grade 7's this week.

Please look out for your **parent portal invitation** which will contain your login details. **You will receive an invitation for each child, however you only create the account once. Only one of your email's sent to you with your invitation may be used (ie one of your email addresses against your child's profile can be used as your families user name).**

Features: Initially you will be able to view your portal inbox for emails (they will also go to your current inbox), view pupil details, send excuse notes and emails to your child's teacher. Once all parents are users we can populate the documents and calendar features where you will view information only applicable to your child/ children. More features, like the timetable and academic reports will be added during the course of the year.

A Parent Portal user guide will be sent out on a separate email to each Grade on the same day they receive their email with their Portal invitation.

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.

A copy of this letter is also going to go out as a hard copy during the week your Grade's portal invitations go out, this together with a hard copy of the portal invitation including a data review sheet. We kindly request that you review all this date, fill in any changes and medical aid card details with principal member's full name and return to the class teacher as soon as possible.

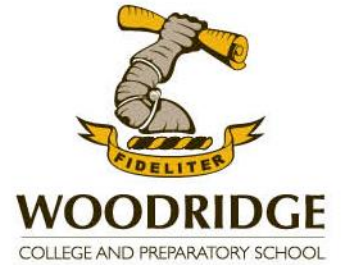
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Should you have any queries or need help you can contact myself, melanie.darlow@woodridge.co.za at the Prep and lindi.clephane@woodridge.co.za at the College.

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

Kind regards

Mel Darlow
PA to Trevor von Berg
Prep Admissions & Prep Engage Administrator

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