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| St Clare’s Abbey Primary School  C/O High Street  Newry  Co Down  BT34 1HD  St Clare’s site contact details: St Colman’s Abbey site contact details:  Telephone: 028 302 64909 Telephone: 028 302 62175  Fax: 028 302 51542 Fax: 028 302 50648  Email: [mmonaghan771@C2KNI.net](mailto:mmonaghan771@C2KNI.net)  Principal: Mrs M. Monaghan M.Ed (Educational Management)PQHNI |

November 2014

Dear Parent, Guardian

We are reviewing our ICT Education Network and upgrading the text messaging service for parents. This will allow us to send information, alerts, and reminder type messages home and further develop our communication service.

This system can only be effective if parents provide us with the correct mobile phone numbers. We do have most on our records. However, I am requesting that one parent from each family complete the form below with one mobile phone number and return it to school as soon as possible.

In the event of a school closure due to adverse weather conditions or unforeseen circumstances parents will receive a text message. Further updates can be found on the school website which will be launched at the end of November and the BBC NI website.

Yours sincerely,

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Mr E Sweeney

Vice-Principal

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| Name | Class | Number |
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