Dear Livewire Parents

**STREAMLINING COMMUNICATIONS**

We hope that your child is enjoying being part of Livewire Theatre Co. Our commitment is always to offer the very highest of standards and we spend a lot of time planning to ensure that we create the best possible experience for our pupils. We would like to maximise our efforts in maintaining this high quality and have therefore been working hard in recent months to digitalise all of our pupils’ contact information. We would therefore like to remind you on how we will be communicating with you in moving forward with a hope to fulfil new and exciting ideas and provide the best quality service that we can.

1. **EMAIL:** We will send all ongoing information by email via a system called Mailchimp. Please ensure that we are added to your contact list to avoid mail going into your junk mail. Please ensure that you update us with any changes to your email address.
2. **HUB:** All information will be uploaded to the HUB. Please ensure that you have a copy of the HUB password for your child’s class.
3. **FACEBOOK:** A brief note will be displayed on our Facebook page to alert you of new information which can then be read in the detailed channels above. Please like/ follow ‘Livewire Theatre Company’ on Facebook.

**LETTER:** We will no longer be issuing copies of letters in class therefore, if your child has been absent, please check the HUB.

We will only contact you bytext or phone should we require an urgent response.

You can email us at any time on: [nikki@livewiretheatreco.com](mailto:nikki@livewiretheatreco.com) and we will endeavour to respond to your query as quickly as possible. **Please only use direct texts or calls if urgent attention is required**.

Your cooperation and support is greatly appreciated.