



27th March 2020

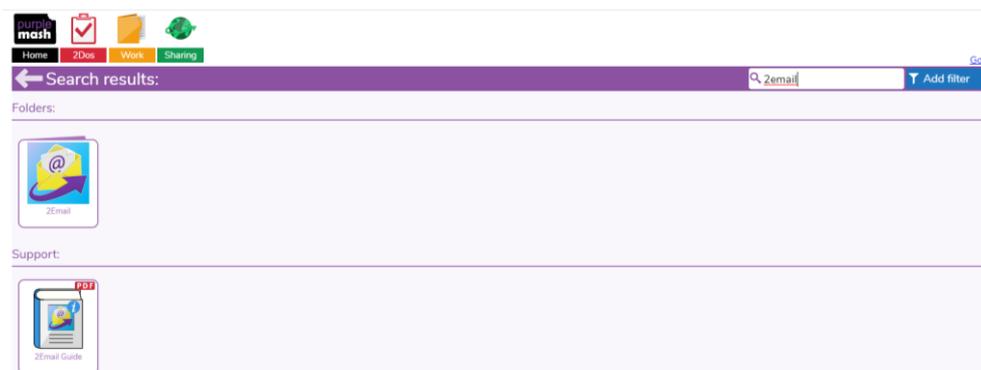
Emailing staff through Purple Mash

Dear Parents and Carers,

To assist your children with their home learning and to enable communication between families and class teachers, we have enabled a restricted form of email between pupils and staff using Purple Mash. Older children will have used this at school previously, but younger children or newer pupils at Bayside may have not. We have made it as simple as possible, with just an inbox and a 'compose' button for new emails.

For Key Stage One:

1. Login to Purple Mash using the details sent home (these are in the children's planners as well as the letters that were sent home in books prior to closure).
2. Search '2email' and then click the icon with the yellow envelope.



3. A simplified inbox appears. To send a message click the white envelope with a green plus.



4. Click on the click box with a magnifying glass to select your class teacher. Add a subject and type the message. Press the blue 'Send' button when ready to send.

Bayside Academy

Sian Thomas, BEd (Hons), CEO - AAT

Alexandra Prout, BA (Hons), Director of Primary Education

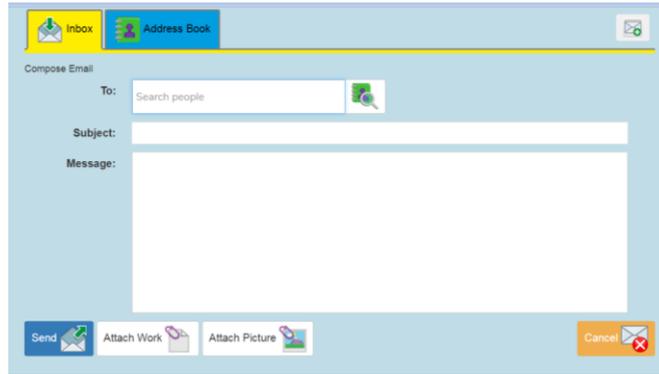
Matthew Vernon, BA (Hons) PGCE, Principal

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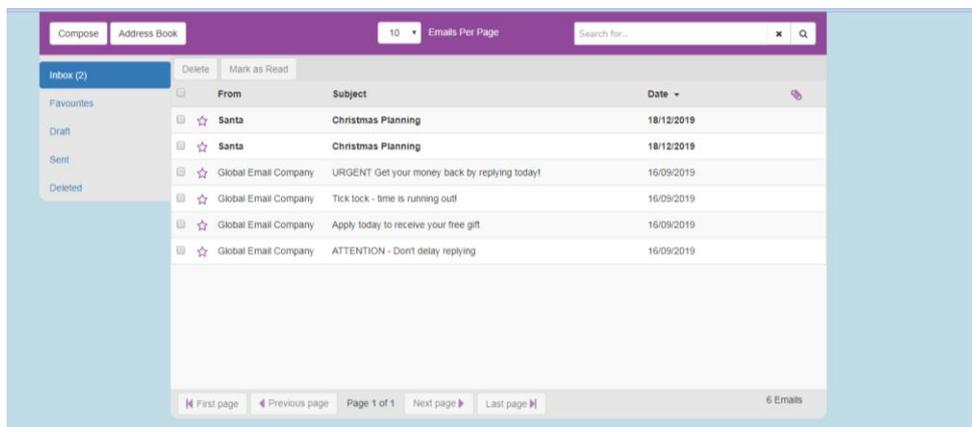
T 01202 685459

Turlin Road, Poole, Dorset. BH16 5AH



Key Stage Two:

Most pupils will have accessed the program through the following menu:



Purple Mash will work from almost any device, although from phones it will display a warning message before you continue to the site. Email can also be accessed directly at <https://www.purplemash.com/app/links/2email#/inbox> . Guidance is also available on the site.

The key points from our policy on email are that all parties will use it for a formal purpose and all users must avoid exchanging personal details. Emails are also monitored and emails in Purple Mash should always contain appropriate language.

Any emails sent to your child's teacher should primarily be written by your child (with your support if needed). General enquires to the school should continue by existing means. Teachers will check the emails once per day during normal opening hours, starting this Monday, 30th March.

We understand that it is a challenging time: please do what you can with the home learning that has been set into next week. We hope that this additional method of communication will support your child's continued learning by providing an opportunity to ask questions, seek clarification and celebrate learning, as well as to keep in touch.

Yours sincerely

Mr Vernon
Principal