



8th October 2019

Dear Parents/Guardians,

We are pleased to advise you that The Ladies' College and Elizabeth College are jointly adopting an online system for managing offsite visit paperwork, reply slips and consent forms. The CareMonkey system is already used by many independent schools in the UK who value its reputation for reliability and security. It makes it easy for you to respond to visit, field trip, and other consent forms using your mobile phone, tablet or PC. As well as being quicker and easier to access, this secure online system means the amount of paper generated by visit correspondence, reply slips, and consent forms will eventually be reduced to zero.

It also reduces the burden on you to provide information that is repetitive. For example, CareMonkey links to the College's Integris management system, meaning you don't need to repeatedly give us your daughter's emergency contact and medical information for offsite visits. You will also be able to respond to reply slips and other forms via your electronic devices, so, as we use CareMonkey for more of our communication with you, we hope it will spell an end to all those crunched-up letters at the bottom of school bags!

We do need a valid email address from you in order to use the CareMonkey system. You should find an email notification from CareMonkey already in your email inbox. Please follow the instructions to register. Thereafter, you will receive email notifications whenever there is an electronic form to complete for the College.

From the College's perspective, your child's information will only be visible to the relevant staff and will be managed in accordance with our privacy and GDPR policies. Details about CareMonkey's security and privacy procedures can be found here: <https://www.caremonkey.com/security-practices/>

Please find attached a FAQs documents about CareMonkey and feel free to contact Mr Henderson (jhenderson@ladiescollege.ac.gg) should you have any questions.

You can also visit the CareMonkey website for more information: www.caremonkey.com. There's also a parent page with a short video that shows you how the system works for parents here: <https://www.caremonkey.com/parents/>

If you don't appear to have received an email from CareMonkey, please check you junk/spam email folder. Sometimes it's necessary to adjust your email settings in order to prevent your computer blocking emails which have been sent to many recipients. Should you still appear not to have received an email from CareMonkey, please email me and I will investigate.

Yours sincerely,

J Henderson

James Henderson

Deputy Principal (Enrichment)