

King Edwin Primary School



Head Teacher Mr Callaghan-Wetton
Fourth Avenue, Edwinstowe, Notts, NG21 9NS
Tel: (01623) 822111 Fax: (01623) 825707
E Mail: office@kingedwin.notts.sch.uk
Website: www.kingedwin.notts.sch.uk

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Dear Parents and Carers,

I am writing to share a small but helpful update that we hope will make keeping track of school life that little bit easier. Following a suggestion from one of our parents (thank you!), **we have now made it possible for families to download the school calendar directly to their mobile device or other digital calendars.** We know many parents like to have everything in one handy place, and we hope this will be a really useful addition.

Once downloaded, key dates and events will sit alongside your own appointments, helping you stay organised as the school year continues at pace. We are always grateful for feedback and ideas from parents, and this is a great example of how working together can lead to simple but meaningful improvements.

How to Download the School Calendar

- Visit the school website and navigate to the Calendar section.
- Click on the option to subscribe or download the calendar.
- Choose the calendar format that suits your device (for example Google Calendar, Apple Calendar, or Outlook).
- Follow the on-screen prompts — the calendar will then automatically sync to your device and update when new events are added.

If you have any difficulty at all, please don't worry — we are very happy to help.

Alongside this update, we have also enhanced the information available on our School Gateway App, which now includes clearer access to key links and other useful information families often need throughout the year. This is in addition to our maintained social media channels, which we continue to keep up to date with reminders, celebrations and key messages from across school.

As always, if you need any help or support — whether with the calendar, the App, or any other area — our help and support email is available at helpandsupport@kingedwin.notts.sch.uk and a member of our team will be very happy to assist.

Thank you, as ever, for your continued support and for being such a positive part of our school community.

Kind regards,

Andy Callaghan-Wetton - Headteacher



** Our help and support line is always available at helpandsupport@kingedwin.notts.sch.uk*

