9th July 2021

Dear Parent/Carer

We send the majority of information via our internal SIMS InTouch system for emails to Priority 1 contacts.

As information is usually sent in bulk there is always the possibility that your email system may treat it as spam/junk.

A Whole School letter was sent yesterday, if you didn't received this letter, which has also been posted on the website, you may need to look at your email system to add our schools InTouch email address as a safe sender.

To reduce school emails being treated as spam/junk it would be wise to add the school's InTouch email address which is:
6644017@sims-communications.co.uk

Below details how to add an email to your safe sender list from the most common mailboxes:

**Outlook/ Hotmail**
1. At the top of the page, select Settings > Mail.
2. Select Mail > Accounts > Block or allow.
3. To add an entry to **Safe Senders** and Recipients, enter the email address or domain that you want to mark as **safe** in the Enter a **sender** or domain here text box. ...

**BT Email**
1. From the **Settings** tab, select the **Safe** senders" folder and click on the **Add** button
2. Add the email address you want to mark as safe and click **Save**
3. After a confirmation message the email address will be added to your list of safe senders

**Apple Mail**
1. Open the email from the sender you would like to add to the safelist.
2. Click on the sender's email address at the top of the email
3. A list of options will appear on a drop down
4. Click on "Add to Address Book"
5. Your sender will be automatically added to your Apple Mail safe senders list.

**Gmail**
1. Select Actions from the toolbar at the top of the screen.
2. Select Junk E-mail.
3. Select Junk E-mail Options...
4. Click the Safe Sender tab.
5. Click Add.
6. Type in the email address you wish to add to your safe sender list.
7. Click OK.

**Yahoo! Mail**
1. Click on the address book icon under the Yahoo! mail logo. (When you mouse crosses it, it will say Contacts.)
2. Click New contact.
3. Provide a suitable name and type (or copy and paste) the email address:
4. Click Save