

14 December 2015

Dear Parent

Improving School Communications with ParentMail

Unfortunately we have been experiencing difficulties with the IT element of updating to the new ParentMail system. This has now been rectified, and the school will be upgrading to ParentMail's latest platform on Monday 4 January 2016. Apologies to those parents who have not been receiving the emails – paper copies had been provided for all correspondence that had been sent electronically.

The latest version of ParentMail helps make life for parents much easier; with a single account you can receive information, complete forms, respond to meetings etc..

For parents, one of the biggest benefits is that you can easily pick up school messages on your smartphone by downloading the free ParentMail App on Android or iOS.

To use the latest version of ParentMail all you need to do is verify your account. On Monday 4 January 2015 you will be sent either an email or text message from ParentMail, when you receive this please just follow the instructions below.

If you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text **and** email. You can decide which way you register – but you will only need to register once.

Mobile registration:

Please click on the link from the text message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Email registration:

Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you have any issues or queries with the process please contact Mrs Jayne Patrick in the school office as soon as possible.

Yours sincerely

Head Teacher