



19<sup>th</sup> October 2015

Dear Parents/Carers,

### Improving School Communications

Communicating with parents is a big part of what we do, making sure you get the correct information about what is happening in school is really important.

We currently send out printed letters but we know that these can be misplaced or not make it home to you! In addition they are also expensive, take time to produce and are not environmentally friendly.

From 2<sup>nd</sup> November 2015 we will be using ParentMail, this will be beneficial to you because:

- Messages will get to you reliably and on time
- We can send messages directly to parents and other carers at the same time
- Emergency or important information can be sent by text message
- iPhone and Android Apps are available for parents on the go.

To use ParentMail all you need to do is verify your account. Over the next few days you will be sent either an email or text message from ParentMail, when you receive this please just follow the instructions below:

#### Mobile and Email registration:

Please click on the link from the text message or email 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.

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 not received any contact from ParentMail within 7days please contact the school to update your contact information, as this may be out of date.

Yours faithfully,

*Lucy Rodgers*

Head Teacher

