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Headteacher: Mr Andrew Hammond

Monday 16<sup>th</sup> January 2017

Dear Parents/Carers,

### Improving School Communications

Communicating with parents/carers is an important part of what we do, making sure you get the correct information about activities, events, newsletters and things that really matter is something we care about. Over the last two years we have used Teachers2Parents but we have decided to move to ParentMail so you can get all your messages in one place with the app. ParentMail also allows us to see when the messages have been received and read (time) or failed to deliver.

From Tuesday 17<sup>th</sup> January 2017, we will be merging over to ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail will be beneficial to you because:

- Messages will get to you reliably and on time
- We can send messages directly to all parents with parental responsibilities
- Emergency or important information can be sent by text message
- iPhone and Android Apps available for parents on the go.

To use the latest version of 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.

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 not received any contact from ParentMail by Friday 20<sup>th</sup> January, having difficulties setting up your account or need further advice, please contact Miss Sorrell at the school office.

Yours sincerely

Andrew Hammond  
Headteacher

*Learning together to create a better future*