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June 2026

Dear Parent/Carer

### Improving School Communications with ParentMail

Communicating with parents is an important part of what we do, making sure you get the correct information about school news, activities and things that really matter is something we care about. Since 5<sup>th</sup> October 2018 we have been using 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 you can:

- Use a free mobile app on Android and iOS to pick up school messages instantly.
- Have an account simply for school messages (away from your busy email inbox!)
- Connect to other schools, nurseries or clubs that use ParentMail.
- Highlight important messages or archive old messages to make life easier.
- Messages can be sent directly to mums, dads and carers.

Registering with ParentMail is very easy! Once we have received all of your contact details from the Pupil Details Form (enclosed in this pack) and input the details on our computer management system you will be sent either an email and/or text message from ParentMail, when you receive this just follow the instructions in the message. ***Please therefore ensure that you return your Data Collection Form that is enclosed, showing your correct email address & mobile number.***

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.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App for the best user experience. To do this, simply search for "ParentMail" in your App store.

If you need any additional information or assistance, please visit the help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/)

Yours faithfully

Headteacher