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*An Academy within the Hales Valley Trust*

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KC/SB

Dear Parents and Carers

### **Improving School Communications and Parent Payments 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.

We now use **ParentMail**, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents, and an online payment service which allows you to pay for school items quickly and easily on your smartphone, tablet or computer. ParentMail is 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 – even grandparents!
- We will inform you about items you need to pay through ParentMail, and you will be able to pay electronically, using credit or debit cards.

Registering with ParentMail is very easy! Once your child has started School you will be sent a link from ParentMail, when you receive this please just follow the instructions in the message. **Please ensure we have your up to date telephone and email address!**

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/) or if you have not received any contact from ParentMail within 7days please contact the school office.

Yours sincerely

**Mrs S Bloomer**

**Headteacher**