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1<sup>st</sup> February 2017

Dear Parent/Carer

### **Improving School Communications and Payments with ParentMail**

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.

We are now 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:

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

Please note that the February newsletter has been sent to all parents and carers who have registered with ParentMail via email, you can also view the newsletter on the school website.

To use the latest version of ParentMail all you need to do is verify your account, if you haven't already done so. Over the next few days, parents who haven't already registered, will be sent a text message from ParentMail, when you receive this please just follow the instructions below.

#### **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.

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from ParentMail within 7days please contact the school office to update your contact information, as this may be out of date.

Soon we will be using +Pay on ParentMail – an online payment service which allows you to pay for school items on your smartphone, tablets or computer.

Over 90% of parents say they would prefer to pay for school items online, because it's easier and more convenient than sending cash or cheques into school – and you can be sure that your money is being spent on the right things!

We will inform you about items you need to pay through ParentMail, and you will then be able to pay electronically, with money transferred directly into the school bank account – it's all very easy, safe and secure. ParentMail doesn't store credit or debit card details and works in the same way as other large retailers who accept online payments.

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Another great thing about +Pay on ParentMail is that you can also make payments using PayPal or PayPoint. This makes the payment process easier than ever before!

If you have an Android or Apple smartphone, we would highly recommend you download the free ParentMail App so that you can make easy, online payments on the go. To do this, simply search for "ParentMail" in your App store.

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

Yours sincerely

Sophie Ballard  
School Administrator