

ParentMail®: Suggested Letter from School to Parents

Dear Parent

Parent Mail

As you know we try very hard to keep parents regularly informed about what's going on at the school, however, "pupil post" can be rather unreliable with letters often being misplaced or left at the bottom of school bags.

We are also increasingly aware of the substantial cost and environmental impact associated with the amount of paper and photocopying involved in sending letters and other items of information home.

To help improve these areas we have decided to use a service called ParentMail®, which is used by over 2,500 schools across the UK to communicate with parents by email and text message. ParentMail will be beneficial to you because:

- Messages will get to you promptly and reliably
- You will be given important or urgent messages and be confident they have come from the school
- We can tell you more about what's going on at the school

To use ParentMail® we need to collect your preferred email addresses and mobile numbers and we ask you to complete the attached form and return it to us by Friday 15th January 2010. For this system to be effective we need to be confident that contact details are both correct and current.

Please be assured that ParentMail® is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – When we start using ParentMail, email messages will be sent from messages@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Yours sincerely,

Mrs **M Evans**
Head Teacher

