



**SHOTTERY CE PRIMARY SCHOOL**

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Dear Parent

### **Improving School Communications 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. Traditionally we have used printed letters but delivery of these can be unreliable; they are also expensive, take time to produce and are not environmentally friendly. We currently use 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.

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any contact from ParentMail within 7 days please contact the school to update your contact information, as this may be out of date.

Yours sincerely

**Sarah Marshall  
Headteacher**