



Dear Parent

Re: Communications from the School

As you know we try very hard to keep parents regularly informed about what's going on at the school, however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help make improvements in these areas we have decided to use a service called ParentMail, which is used by over 5,000 schools across the UK to communicate with 4 million parents by email and text message.

ParentMail will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school

To use ParentMail we need to collect your email addresses and mobile numbers and we would ask you to complete the form on the reverse and return it to us as soon as possible.

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 Allison Head
Senior Administration Officer

School Name:-
Postcode:-

PARENTMAIL DATA CAPTURE FORM

I give / do not give (please select) my permission for my email address and mobile number to be registered with ParentMail@.

PLEASE COMPLETE IN BLOCK CAPITALS

Child's Details

First Name																				
SURNAME																				
Form/Class																				

First Name																				
SURNAME																				
Form/Class																				

Parent/Guardian Details

Title																				
SURNAME																				
First Name																				
Email Address																				
Mobile Number																				

Relationship to Child			Primary Contact	<input type="checkbox"/>
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Title																				
SURNAME																				
First Name																				
Email Address																				
Mobile Number																				

Relationship to Child			Primary Contact	<input type="checkbox"/>
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Additional Details (if required)

Child First Name																				
Child SURNAME																				
Form/Class																				

Additional Email Address																			
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Signature _____ Date _____