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7<sup>th</sup> June 2018

Dear Parent/Carer

**Improving School Communications 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.

From week commencing 11<sup>th</sup> June, we will be using a new system called 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 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.

Registering with ParentMail is very easy! Over the next few days you will be sent either an email and/or text message from ParentMail; when you receive this please just follow the instructions in the message.

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 encourage you to download the ParentMail App for the best user experience. To do this, simply search for "ParentMail" or Swanland Primary School in your App store. Using the ParentMail App will also save the school money, as all messages (unlike texts) will be sent free of charge from the school.

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 7 days please contact the School Office.

Thank you for your continued support, now and into the future.

Chris Huscroft  
Executive Head Teacher

Hannah Stephenson  
Head of School