

## **ParentMail®: Suggested Letter from School to Parents**

Dear Parent

### **Ref: Messages Sent Home**

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 on the way!

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

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 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 attached form and return it to us by xx/xx/xxxx.**

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](mailto: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,

Head Teacher

