

Ref: Parentmail/letters/11 11 10 letter to parents where not returned

10th November, 2011

Dear Parent

Ref: 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 improve these areas we have decided to use a service called ParentMail, which is used by over 3,500 schools across the UK to communicate with 2 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 attached form and return it to us by Friday 18th November. You should have already received this ParentMail letter and form earlier in the year, but unfortunately we did not receive anything back from you. We are, therefore, sending it out again to try to ensure for you to provide us with the most up-to-date information you can.

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

J Postones
BUSINESS & ESTATE MANAGER
