



Excelsior Academy

A Business Enterprise Academy

Executive Principal: Mrs. Philomena Marshall, MA

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21st October 2015

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 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. From 2nd November 2015 we will be using 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 email (text message if necessary)
- Consent forms for trips will be sent to you and completed through ParentMail
- 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.

Registration

Please click on the link from the text or email 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.

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ParentMail within 7days please contact your School Administrator to update your contact information, as this may be out of date. If there is a second parent / step-parent who has not received a registration email / text and you would like them to, please contact your School Administrator with their contact details.

Yours faithfully

Miss Foster
Collingwood School Administrator



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