

September 2018

Dear Parent/Carer

Improving Communications to parents with the ParentMail APP

From Monday 17th September we will be using ParentMail. We would like to encourage all parents to download the FREE MOBILE APP as there are a number of benefits both to you and the college.

- No need to log on to pick up messages or attachments when you use the APP
- The APP stores all the messages we send you in one place so you don't have to search
- Every message sent arrives as an instant alert on your mobile
- Connect to other schools, nurseries or clubs that use ParentMail
- Messages can be sent directly to parents/carers
- Update your contact details within the secure mobile app

We will also be using Parents Evening Manager on ParentMail so you can book your parents' evening appointments from your smartphone, tablet or computer. The first year 13 parents' evening is on Tuesday 9th October and once you have registered and downloaded the APP you will be alerted instantly once the appointment booking goes live and you will be able to select your own appointment times that are convenient to you. It's all very straight-forward, but if you ever need any help you can visit the ParentMail help site: <https://parentmail.co.uk/help/parenthelp/>

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.

Over the next few days you will be sent either an e-mail and/or text message from ParentMail, when you receive this please follow the instructions in the message. If you need any additional information or assistance please do not hesitate to contact the college on 01664 504750.

Yours sincerely



Kirstie Black
Head of College