

# Hawley Hall High School

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Head of School: Miss J. McGoran



'An outstanding school providing an excellent quality of education and care for its students'. (Ofsted)

Dear Parent

## Improving School Communications and Payments 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 can be unreliable; they are expensive, take time to produce and are not environmentally friendly.

We also understand that payments into school could be easier, safer and more convenient than sending cash and cheques.

From 5<sup>th</sup> June 2017 we will be using ParentMail, a service used by over 6,000 schools, nurseries and clubs to communicate to parents and facilitate on-line payments. ParentMail will be beneficial to you because:

- Messages and letters will get to you reliably and on time
- Online payments can be made quickly, conveniently and safely
- iPhone and Android Apps are 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 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 email address registered with school, 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.

### Mobile and Email registration:

Please click on the link from the text message or the email 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 by 5<sup>th</sup> June please contact the school to update your contact information, as this may be out of date. If you **DO NOT** wish to be contacted to verify your account please complete the slip below and return to the school main office by Friday 26<sup>th</sup> May.

Yours faithfully

J McGoran  
Head of School

I DO NOT wish to be sent registration details for ParentMail Communications and On-line payments.

Child's Name \_\_\_\_\_ Form \_\_\_\_\_

Parent Signature \_\_\_\_\_

