



Headteacher: Mrs Lucy Winkler

10 September 2017

Dear Parents

Parentmail

As you may be aware, we use Parentmail to communicate with parents. We find it a much 'safer' way for parents to receive letters and information from school, as paper copies often disappear, being left in desks or cloakrooms!

As a new parent to school, you have (hopefully) completed and returned the parentmail details form sent out in the new starter packs.

Over the summer, your details were uploaded to our parentmail system, and you should have received a registration email from Parentmail, guiding you through the set up process.

If you have not received this email, firstly please check your 'SPAM', and if you find it there, please add Parentmail to your 'allowed emails' list to receive future Parentmails from us. If it is not in SPAM, please contact the school office, and I will check the account.

Please remember you will need to update your account if you change your mobile phone or email address. You can also download the App from your phone's store, for easier access.

Yours sincerely

Melanie Smith
Office Manager

Friends, Faith and Lifelong Learning

