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Headteacher: Miss Fey Wood BEd (Hons)

September 2016

Dear Parent/Carer

**Re: Messages Sent Home**

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 on the way!

We are also increasingly aware of the substantial cost and environmental impact associated with the amount of paper and photocopying involved.

To help improve these areas we use a service called ParentMail®, as our preferred form of communication. ParentMail is used by over 2,500 schools across the UK to communicate with parents by email and text message. ParentMail is 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 the school office.**

Please be assured that ParentMail® is registered with the Data Protection Register and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

**Important** – If you sign up for ParentMail, email messages will be sent from [messages@parentmail.co.uk](mailto: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.

If you have any queries please do not hesitate to contact us.

Yours faithfully

School Admin Team

School Name:-

# PARENTMAIL DATA CAPTURE FORM

I give / do not give (please select) my permission for my email address and mobile number to be registered with ParentMail®.

**PLEASE COMPLETE IN BLOCK CAPITALS**

**Child's Details**

First Name																						
SURNAME																						
Form/Class																						

First Name																						
SURNAME																						
Form/Class																						

**Parent/Guardian Details**

Salutation					First Name																	
SURNAME																						

Email Address																						
Mobile Number																						

Relationship to Child

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Primary Contact (Tick)

<input type="checkbox"/>
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Salutation					First Name																	
SURNAME																						

Email Address																						
Mobile Number																						

Relationship to Child

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Primary Contact (Tick)

<input type="checkbox"/>
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**Additional Details (if required)**

Child First Name																						
Child SURNAME																						
Form/Class																						

Additional Email Address																						
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Signature \_\_\_\_\_ Date \_\_\_\_\_