

6th October 2008



Dear Parent

Ref. Messages Sent Home

As you will know, we try very hard to improve the service that we deliver to you and to your children by communicating as frequently as possible so that everyone is kept informed.

However, you might also be aware that sending written information home can be rather 'hit and miss' with information often going missing on the way! We are also increasingly aware of the environmental impact of the amount of paper we use.

We recently became aware of a service called ParentMail® which enables schools to send their letters and messages direct to parents by email. The service is already being used by more than a thousand schools around the UK and we would like to give it a try. (We will however and until further notice, continue to send paper messages home as well). We hope the result of this will be that you receive information from the school in a more reliable and efficient manner, and that you will no longer need to trawl through the contents of your children's school bags!

In order to use ParentMail® we need to collect parent email addresses and would ask you all to complete the form below. Please be assured, the ParentMail® service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also NO advertising associated with the scheme.

IMPORTANT – Our school messages will be sent from the email address messages@parentmail.co.uk Please make sure you add this address to your email address book (or approved sender list) in order to prevent messages being blocked by your SPAM/JUNK filters. Please also check your JUNK/SPAM folder regularly in case messages go there.

Yours sincerely,

Head Teacher

I am able / not able (please amend) to receive information and give / do not give permission for my email address to be registered with ParentMail®.

Parent Name/s _____/_____

Children/s names _____ Form/class _____

_____ Form/class _____

My Email address/es _____ (insert email address/es)

Signature _____ Date _____

* Additional email addresses can be written overleaf if required.