13th September 2017

Dear Parent/Carer,

**Improving School Communications with ParentMail**

Effective communication between home and school is crucial and you will be aware from letters last term that we have been investigating how this can be improved.

From 2nd October we will be using ParentMail, a service used by over 6,000 schools, nurseries and children’s clubs to communicate to parents. ParentMail will be beneficial to you because you can:

* Use a free mobile app on Android and iOS to pick up school messages instantly.
* Top up dinner money or pay for schools trips/items in just a few taps.
* Complete forms, give consent/permissions and give feedback on surveys.
* Keep on top of school meetings and events.
* Book parents’ evening appointments.
* And much, much more!

In addition, we will be using ParentMail to send out the school newsletter and your child’s reports as well as ensuring that you are kept up to date with developments and school events.

Registering with ParentMail is very easy! Over the next few days you will be sent either an email and/or text message from ParentMail, when you receive this please just follow the instructions in the message.

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.

Once registered, if you have an Android or Apple smartphone, we highly recommend you download the Lordswood Girls’ School App for the best user experience.To do this, simply search for “Lordswood Girls’ & VI Form”in your App store.

If you need any additional information or assistance, please visit the help site: <https://www.parentmail.co.uk/help/parenthelp/> or, if you have not received any contact from ParentMail within 7 days, please contact the school office.

Yours sincerely

**Mrs Jane Götschel**

**Headteacher**