



## CUNNINGHAM HILL INFANT SCHOOL

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Headteacher: Mrs Charlotte Cooper

Dear Parents

### **Improving School Communications with ParentMail**

On Thursday 8<sup>th</sup> October we will be upgrading to PMX – ParentMail's latest platform. (ParentMail2 will be discontinued by the end of November)

### **What this means for parents**

ParentMail means you can easily pick up school messages on your phone or by email. You will be able to download onto your phone the free ParentMail App on Android or iOS. From the App you can do the following :

- Access ParentMail even when there's no network connection.
- Access school messages quickly.
- Have instant access – no need to login to complete forms or read messages.
- Have in app 'notifications' help make sure things don't get missed or forgotten.
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### **What happens next**

To use the latest version of ParentMail all you need to do is verify your account. On Thursday 8<sup>th</sup> October you will be sent either an email or text message from ParentMail, (remember to check your junk mail) when you receive this please follow the instructions below.

If you have both a mobile number and an email address registered on your account, 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 registration:**

Please click on the link from the text message 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.

### **Email registration:**

Please click on the link from the email and follow the verification process. As above, 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.

### **On-Line Payments**

Within the next few weeks Parents will also have the facility to use ParentMail to make online payments. More information will be sent out once this facility has been finalised.

If you have any issues or queries with the process please contact Mrs Wancio in the school office as soon as possible.

Yours sincerely

Mrs Cooper  
Head Teacher