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Limited by guarantee registered in

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Mr D Cooper
Principal

13th February 2017

Dear Parent/carer

Improving School Communications with ParentMail

This week, we will be upgrading to PMX – ParentMail's latest platform.

For parents, the latest version of ParentMail means you can easily pick up school messages on your smartphone by downloading the free ParentMail App on Android or iOS.

- Access ParentMail even when there's no network connection.
- No need to search through your busy personal inbox for school messages.
- Instant access – no need to login to complete forms or read messages.
- In app 'notifications' help make sure things don't get missed or forgotten.
- Helps preserve your data allowance.

To use the latest version of ParentMail all you need to do is verify your account and add your mobile telephone number. You will shortly be sent an email from ParentMail; when you receive this please just follow the instructions below. **Please note that we will be using your email address which is stored in Progresso. If you wish to use a different email address, please let me know as soon as possible.**

Email registration:

Please click on the link from the email 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.

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.

If you have any issues or queries with the process of moving to new upgraded ParentMail system, please contact me as soon as possible by telephone or email: ssmith@bassingbournvc.net

Yours sincerely

Mrs S Smith
Principal's PA
Head of Communications and Administration