



Garden Suburb Infant School



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Headteacher: Sarah Sands

School Administrator: Alexia Dobinson

Dear Parent

It is very important that we have effective and efficient communication with you during your time with us. Both the Infant and Junior Schools have for some time, been using a text, email and online payment system called ParentMail (PMX) and find this very effective.

We use the text messaging system to contact groups of parents (whole school/year group/class) on a range of issues such as emergency school closures; reminders of events etc...

We use the email system to send our regular weekly newsletters and other letters to the whole school or large groups of parents. This is environmentally friendly and cost effective for the school.

As well as sending texts and emails we also use the payment system within ParentMail. This means the School can receive online payments by PayPal/credit/debit card, for example to make donations or pay for school trips; however this system cannot be used to purchase uniform. The school office does of course still accept cash and cheques.

There is an app for parents, which means you can easily pick up school messages on your smartphone by downloading the free ParentMail App on Android or iOS. You can also:

- Access ParentMail even when there's no network connection.
- No need to search through your busy personal inbox for school messages (which can sometimes end up in the spam folder).
- 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.
- Use the Parent Evening module to sign up for parent consultations, parent workshops etc

When you start in our School, your email and mobile number, taken from your information form, are entered onto the ParentMail system. You will then receive all texts and emails from the school.

Once your details are entered by the School, you will automatically receive a message from Parentmail with a link so that you can verify your account. This will ensure that you can download and access the app, make payments and appointments and keep your details up to date. We therefore strongly urge you to verify your account when you get the message from Parentmail.

Our weekly newsletter is the main method of informing and reminding parents of events, news and information and is circulated every Friday. Please check your mobile app/email each week - we don't want anyone to miss out!

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

Kind regards

Sarah Sands
Headteacher