



## Cookridge Holy Trinity Church of England (A) Primary School

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[www.holytrinity.leeds.sch.uk](http://www.holytrinity.leeds.sch.uk)

8<sup>th</sup> December 2017

Dear Parent

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

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.

From January 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 – available at a later date!
- And much, much more!

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 ParentMail App for the best user experience. To do this, simply search for "ParentMail" in your App store. We will stop using the current App

\*At the moment you'll be aware that we send text messages to you from time to time especially for urgent situations, but these are expensive costing the school hundreds of pounds each year. If parents use the App we can stop sending text messages completely and put the money to better use.

### **An easier way for you to make school payments**

From January we will be using +Pay on ParentMail – an online payment service which allows you to pay for school items, such as BASC, School Dinners, Uniform, trips etc quickly and easily on your smartphone, tablet or computer.

You will be able to pay electronically, using credit or debit cards as well as PayPal and PayPoint. If you do not wish to make payments online, you can of course, continue to make cash, cheque and voucher payments.

Please note, your bank statement will display either the school name or ParentMail, dependent on your payment method.

 THE CHURCH  
OF ENGLAND  
Diocese of Leeds



*The best for every child*

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

Ms Cath Harbrow  
Head Teacher