



Colley Lane Primary Academy

A part of the Windsor Academy Trust

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Place of registration: England

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Improving communication with ParentMail

Dear Parents and Carers

As part of our commitment to improving how we communicate with you, we are delighted to be launching ParentMail in the near future. ParentMail will replace ParentPay, our current system.

What we will be using ParentMail for

ParentMail is a secure service that allows us to communicate with you in a much more effective and straightforward way. It will be used as our main form of communication with you and will enable you to make payments and book events, such as parents' evenings.

We will be using ParentMail for the following:

- **Communicating with you** - we will send you parent letters, messages and reminders about activities and events via messaging in the ParentMail app and text
- **Making payments** - you will be able to make payments for lunches, trips, clubs and other items
- **Booking clubs and events** - you will be able to book breakfast and afterschool clubs, appointments for parents evenings and other events
- **Keeping your details up to date**
- **Reporting absence**

ParentMail will allow you to do a wide range of activities in one place, making processes quick and easy for you and saving you time. All data stored in ParentMail is kept private and will not be passed on to anyone else.

On 27th April we will send you another letter to let you know how to register with ParentMail; how to access ParentMail on-line and download the app. We will provide you with a Parent Welcome Pack, which will help you understand the benefits of ParentMail and provide you with tips on getting started. Around the same time you will receive a link from ParentMail for you to register.

This system is used in schools across Windsor Academy Trust and parents have expressed how easy it is to use, so we encourage all our parents and carers to register when the time comes as it will help you to easily keep track of all your school needs.

Kind regards

Colley Lane Administration team

