



# Colley Lane Primary Academy

**A part of the Windsor Academy Trust**

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Company registration no: 07523436  
Place of registration: England

26<sup>th</sup> April 2021

Dear Parents and Carers

## **Improving School Communications with ParentMail**

We wrote to you on 19th April to let you know that we will be launching ParentMail as our new communications system.

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 **17th May** 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 school trips/items in just a few taps
- Book activities and clubs
- And much, much more!

Registering with ParentMail is very easy! **Tomorrow (Tuesday 27th April), you will be sent either an email and/or text message from ParentMail with a link, when you receive this please just follow the instructions in the message.** We have attached a useful "Parent Welcome Pack" with some tips on getting started. **Please ensure you register by 9th May.**

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.

Please note that you will not be able to use ParentPay once ParentMail goes live.

If you need any additional information or assistance with registering on ParentMail, please visit the help site: <https://www.parentmail.co.uk/help/parenthelp/> or if you have not received any contact from ParentMail/a registration link within 7 days of receiving this letter please contact [info@colley.windsoracademytrust.org.uk](mailto:info@colley.windsoracademytrust.org.uk) or telephone the school office.

Kind regards

Colley Lane Administration Team

