

8<sup>th</sup> September 2017

Dear Parent/Guardian

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

From 12<sup>th</sup> September we will be upgrading to PMX – ParentMail's latest platform.

The benefits to this are that we now have more applications to use, meaning we can use ParentMail to send home forms, permissions and surveys, parents' evening bookings as well as meeting and event invitations there will also be an opportunity for absence reporting. Parentmail PMX also offers a free mobile App for you to pick up College communications on the go!

PMX will be beneficial to you because you can:

- Use a free mobile app on Android and iOS to pick up school messages instantly.
- Have an account simply for College messages (away from your busy email inbox!)
- Highlight important messages or archive old messages to make life easier.

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.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the Crookhorn branded ParentMail App for the best user experience. To do this, simply search for "Crookhorn" in your App store.

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 need any additional information or assistance, please visit the help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/) or if you have not received any contact from ParentMail within seven days please contact the College.

Yours sincerely

Mrs S Bennett  
HeadTeacher