

Dear Parent

### **IMPROVING SCHOOL COMMUNICATION BY PARENT MAIL**

Communicating with parents and carers is very important and, with effect from January 2018 Hemdean House School will be using Parent Mail to improve our communication with you. This service is used by over 6,000 schools, nurseries and children's clubs. Parent Mail will be beneficial for the following reasons:

- Free mobile app enabling parents to pick up school messages instantly
- Parents will have an account simply for school messages (separate from the home/work inbox)
- The system has the ability to highlight important messages or archive old messages.
- Messages can be sent directly to parents and any designated carer.

During the last week of this term you will be sent either an email and/or text message from Parent Mail with with instructions on how to register. Once registered, we would highly recommend you download the Parent Mail App if you have an Android or Apple smartphone. Please be assured that Parent Mail is registered with the Information Commissioner and that information provided will be held securely.

In order to further simplify the school's administrative processes Hemdean House will no longer offer a "Family Account" facility - if your account currently shows a positive balance the funds will be returned to you by cheque.

If you require any additional information or assistance, please visit the Parent Mail help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/). If you have not received a message directly from Parent Mail by Wednesday 13 December please ensure you notify Mrs Lisa Leigh in the school office. Email: [l.leigh@hemdeanhouse.net](mailto:l.leigh@hemdeanhouse.net)

Yours faithfully



**Mr Nigel Balchin**  
Interim Head Teacher