



# HIGHGATE Primary School

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www.highgate-primary.org.uk

Headteacher William Dean

25<sup>th</sup> February 2009

Dear Parents and Carers

## Home School Communication

I mentioned in my last newsletter that we are looking at ways of improving home/school communication and are currently in the process of setting up a system enabling us to send letters and messages direct to parents by email and text message.

Having looked at a number of systems, we have taken the decision to trial ParentMail®. We hope the result of this will be that you receive information from the school in a more reliable and efficient manner, and that you will no longer need to trawl through the contents of your children's school bags.

In order to use ParentMail® we need to collect parent email addresses and mobile telephone numbers and would ask you all to complete the form below, and return it to your child's class teacher. Please be assured, the ParentMail® service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also NO advertising associated with the scheme.

**IMPORTANT** – Our school messages will be sent from the email address [messages@parentmail.co.uk](mailto:messages@parentmail.co.uk). Please make sure you add this address to your email address book (or approved sender list) in order to prevent messages being blocked by your SPAM/JUNK filters. Please also check your JUNK/SPAM folder regularly in case messages go there.

Forms need to be returned by the end of next week (Friday 6<sup>th</sup> March) when the data will be inputted onto the new system.

Yours sincerely,

William Dean

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I am able / not able (please amend) to receive information and give / do not give permission for my email address & mobile no. to be registered with ParentMail®.

Parent Name/s \_\_\_\_\_ / \_\_\_\_\_

Children/s names \_\_\_\_\_ Form/class \_\_\_\_\_

\_\_\_\_\_ Form/class \_\_\_\_\_

\_\_\_\_\_ Form/class \_\_\_\_\_

My Email address/es \_\_\_\_\_ (insert email address/es)

\* Additional email addresses and/or mobile numbers can be written overleaf if required.

Mobile Telephone number (Mother) \_\_\_\_\_ / (Father) \_\_\_\_\_

I would like to receive a hard copy of letters from school

Signature \_\_\_\_\_ Date \_\_\_\_\_