



**Excalibur Primary School**  
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4 March 2016

Subject: Conversion to New ParentMail

Name:  
Class:

Dear Parent/Carer,

**Improving School Communications with ParentMail**

From 7th March 2016 we will be upgrading to PMX – ParentMail's latest platform.

The benefits to this are that we now have more Apps to use, meaning we can use ParentMail to send home Forms, Permissions, Surveys, Parents' Evening bookings and Meeting and Event invitations.

For parents, the latest version of ParentMail means you can easily pick up school messages on your smartphone by downloading the free ParentMail App on Android or iOS.

- Access ParentMail even when there's no network connection.
- No need to search through your busy personal inbox for school messages.
- Instant access – no need to login to complete forms or read messages.
- In app 'notifications' help make sure things don't get missed or forgotten.
- Helps preserve your data allowance.

To use the latest version of ParentMail all you need to do is verify your account. Over the next few days you will be sent either an email or text message from ParentMail, when you receive this please just follow the instructions below.

If you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text and email. You can decide which way you register – but you will only need to register once.

Mobile registration: Please click on the link from the text message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Email registration: Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

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 have any issues or queries with the process please contact me in the school office as soon as possible.

Yours sincerely

Yvonne Hilditch - School Business Manager