



SOUTH WOLVERHAMPTON & BILSTON ACADEMY

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'LEARNING FOR LIFE, SECURING SUCCESS'

MPA/ALA/Feb 2017

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Dear Parent/Carer

Improving School Communications with ParentMail

Communicating with parents is an important part of Academy life, making sure you get the correct information about activities, events and other Academy related items is something we care about. Traditionally we have used printed letters but delivery of these can be unreliable; they are also expensive, take time to produce and are not environmentally friendly. From **Monday 27 February 2017** we will be using ParentMail to communicate with parents/carers via text and e-mail attachments, by upload to our website or alternatively letters will be available for collection from reception. ParentMail will be beneficial to you because:

- Messages will get to you reliably and on time
- We can send messages directly to parents and other carers at the same time
- Emergency or important information can be sent by text message or push notification

To use 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:

Mobile registration:

If your mobile has internet access, click on the link in the text message, confirm your mobile number and enter your email address. A registration email will then be sent to you, please then follow the instructions below.

Email registration:

Please click on the link in the email and follow the registration process. You will be asked to enter some details; answer a security question to verify who you are and to then set a password for your account.

If you have an Android or Apple smartphone, we would highly recommend you download the free ParentMail App. To do this, simply search for "ParentMail" in your App store. The ParentMail App will host SWB Academy information and all push notifications to be sent directly to your phone.

Later this year SWB Academy will also launch our new payment system through ParentMail. We will write to you with further transition information in due course. In the meantime continue to use Parent Pay as normal.

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.

Yours sincerely,

Mr C Jones
Acting Principal



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