



Dear Parent/Carer

June 2010

Subject:
ParentMail®

Action Required:
To register for ParentMail® please complete and return the attached registration form to the Office Manager, QEHS.

Queen Elizabeth High School has used ParentMail® for a number of years now. This facility allows you to receive letters and reminders from school direct into your home and/or work e-mail accounts helping us communicate with parents and carers more effectively.

To use ParentMail® we need to collect your email address(es) and would ask you to complete the attached form. Forms should be returned for the attention of the Office Manager, Queen Elizabeth High School. Please be assured that ParentMail® is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation. There is also no advertising associated with the scheme.

If you are already registered but need to add a son or daughter who is due to start at Queen Elizabeth High School you will need to inform us via this form too.

We are also increasingly aware of the substantial cost and environmental impact associated with the amount of paper and photocopying involved in communicating with parents/carers. From September 2010 we will, therefore, no longer routinely also send out a paper copy of whole year/school group messages sent via ParentMail®. Where individual contact with a parent/carer is required we will continue to send a letter by post. If you do wish to receive a paper copy of messages sent out via ParentMail please contact the School Support Office on 01434 610300.

Parents not registered for ParentMail will continue to receive a paper copy of messages sent out from the school.

Important – When you start using ParentMail®, email messages will be sent from messages@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Once registered, you will be sent a confirmation e-mail and log in details so you can keep your account updated with any changes in e-mail address.

Yours faithfully

N Morrison
Headteacher

