



St Swithun's CE Primary School

Grundy Crescent, Kennington, Oxford OX1 5PS



Tel: 01865-438933
office.3258@st-swithuns.oxon.sch.uk
head.3258@st-swithuns.oxon.sch.uk
www.stswithunsschool.co.uk
Headteacher: Mrs Helen Atkinson
Deputy Headteacher: Kevin Dando



Dear Parent/carer

REGISTER on ParentMail

Communicating with parents is an important part of what we do. Making sure you get the correct information about activities, events and things that really matter 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.

We use ParentMail, a service used by over 5,000 schools, nurseries and children's clubs to communicate with parents. ParentMail is beneficial to you because:

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

Once you have given us your email contact details registering on ParentMail is simple, it only takes a minute and you can do this from a computer or mobile phone: all you need to do is verify your account.

How to Register:

From PC/Mac or Mobile visit www.parentmail2.co.uk/register, then just follow the instructions on the screen and enter the unique code at the top of this letter when asked.

I Already Have a ParentMail Account with Another School, Club or Nursery:

You can link to other communities that use ParentMail 2. To do this, log into your account, select 'Add new child/school' at the top of the screen and enter the code at the top of this letter. If your community has not yet upgraded to ParentMail 2 you will need to continue using your existing ParentMail account for that community.

One other family member, guardian or carer can also register to receive information via ParentMail using the registration code above; just hand them this letter and ask them to follow the process above.

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.

Important note: The activation code will work for 8 weeks after ParentMail goes live - please register soon.

Yours sincerely

Helen Atkinson

Headteacher