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HR1 4DR

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Dear Parents/Carers

## PARENTMAIL

ParentMail is a secure way of for parent/carers to make online payments for school resources, trips, dinner money etc. It is also an effective method to inform school of pupil absences. We also use ParentMail as a method of communicating with parents via emails and texts. ParentMail allows parents to:

- **Securely Pay For School Items Online** – School resources and trips etc are routinely paid for by parents using this secure online payment system.
- **Securely Top Up Dinner Money** – You will also be able to top up your child's dinner money account, and view what items have been bought from the canteen.
- **Inform School Of Student Absences** – Inform us that your child will be absent from school via the ParentMail App.
- **Receive Emergency Texts** – Emergency texts allow us to inform you of any immediate transport issues, emergency school closure due to bad weather etc.
- **Receive Notifications Via The ParentMail App** – The free ParentMail App, for Andriod and iOS, allows you to see communications from all your children's schools that use ParentMail PMX, receive in app notifications and make online payments to school.
- **Receive Emails From The School** – Information about school trips, school events, department resources, revision sessions, pupil report publications, and newsletters specifically for your child's year, class etc are regularly sent out by staff by email.
- **View Messages** – You can view messages previously sent by the school by logging into your ParentMail account.
- **Link ParentMail Accounts** - Link together all schools, clubs or nurseries your children attend that use ParentMail PMX into one account where you can see and deal with many things involving your children (*if you are already registered with ParentMail PMX through another school, you will be able to link your child/children to your account*)

**Registering Your ParentMail Account** - Once you have completed the Student Information Form, we will take your email address from the contact details you give us, and will set up an account for you on ParentMail. Once the account is set up, you will receive a registration email from ParentMail asking you to verify your email address and complete the set-up of your account with a password etc.

Please note we will only give contacts with parental responsibility (eg mother, father. carer) a ParentMail account. **For security reasons you are responsible for updating your contact details on your ParentMail account.**

If you have any queries, please contact me at [dstuderus@st-maryshigh.hereford.sch.uk](mailto:dstuderus@st-maryshigh.hereford.sch.uk).

Yours faithfully

Miss D Studerus  
Data Controller

