



Dear Parents/Carers

PARENTMAIL

We use ParentMail as an efficient method of communicating with parents via emails and texts. ParentMail is also an effective method for parents to inform school of student absences, and a secure way of making online payments for school resources, trips, dinner money etc.

ParentMail allows parents to:

- **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.
- **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 Android 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.
- **View Messages** – You can view messages previously sent by the school by logging into your ParentMail account.
- **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.
- **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)*

By registering with ParentMail you will also help save the school money by reducing the cost of paper, copying, post and phone bills, as well as being more environmentally friendly.

Registering Your ParentMail Account

Once you have returned the Student Information Form to us, 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.

Cont.

Tel: (01432)850416/850755
admin@st-maryshigh.hereford.sch.uk
www.st-maryshigh.hereford.sch.uk

Headteacher: Mr S Wetson BA(Hons) PGCE NPQH



Please note for security reasons you are responsible for updating your contact details on your ParentMail account.

If you are not registered with ParentMail, although we will endeavour to make sure you receive copies of all letters and notices sent by email, we cannot guarantee you will receive a paper copy.

If you have any queries, please contact me at dperrin@st-maryshigh.hereford.sch.uk.

Yours faithfully

Miss D Studerus

Admin/Data

Tel: (01432)850416/850755
admin@st-maryshigh.hereford.sch.uk
www.st-maryshigh.hereford.sch.uk

Headteacher: Mr S Wetson BA(Hons) PGCE NPQH



St Mary's and St Joseph's
Roman Catholic Federation
Herefordshire