

11th July 2016

Dear Parent

Improving School Communications with ParentMail-Including +Pay

We have listened to your requests and are very pleased to announce that we will shortly be upgrading to PMX – ParentMail's latest platform, which will enable you to make **online payments for trips, clubs, dinner money and breakfast club via your computer, tablet or smartphone.**

For parents, the latest version of ParentMail means you can easily pick up school messages and make payments on your smartphone by downloading the free ParentMail App on Android or iOS. **Search for Northmead Guildford in the Apple or Google App store.**

- Access ParentMail even when there's no network connection.
- No need to search through your busy personal inbox for school messages.
- Instant access – no need to login to complete forms or read messages.
- In app 'notifications' help make sure things don't get missed or forgotten.
- Helps preserve your data allowance.

To use the latest version of 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.

If you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text **and** email. You can decide which way you register – but you will only need to register once.

Mobile registration:

Please click on the link from the text message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Email registration:

Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

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.

If you have any issues or queries with the process please contact **onlinepayments@northmead.surrey.sch.uk** and we will get back to you as soon as possible.

Yours sincerely

Mrs D G Brown

Head Teacher