



Dear Parent/Carer(s)

Re: Written Communication to Parents and Carers

We try very hard here at Barclay to improve the service that we deliver to you and to your children by communicating as frequently as possible so that everyone is kept informed.

However, you might be aware that sending written information home can be rather 'hit and miss', with information often going missing on the way! We are also increasingly aware of the environmental impact of the amount of paper we use.

We currently use a service called ParentMail® which enables us to send letters and messages direct to parents by email and text message. The service is already being used by more than a thousand schools around the UK. We will, however, continue to send paper copies to parents who prefer this method of communication. We hope the result of this will be that you receive information from the school in a more reliable and efficient manner, and that you will have no need to trawl through the contents of your children's school bags!

In order to use ParentMail® we need to collect parent email addresses and mobile telephone numbers and would ask you all to complete the form below. Please be assured, the ParentMail® service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also NO advertising associated with the scheme.

IMPORTANT

School messages will be sent from the email address messages@parentmail.co.uk. Please ensure you add this address to your email address books (or approved sender list) in order to prevent messages being blocked by your SPAM/JUNK filters. Thank you for your support.

Yours sincerely

J Beacom

**Mrs J Beacom
Headteacher**

I am able / not able (please amend) to receive information and give / do not give permission for my email address & mobile no. to be registered with **ParentMail®**.

Child/ren's Names _____ Year/Tutor Group _____

Parent/Carer Name/s _____ / _____

*My Email Address/es _____ (insert email address/es)

*Mobile Telephone Numbers _____ / _____

Signature Date _____

**Additional email addresses and/or mobile numbers can be written overleaf if required.*