



Kingswinford Academy

A part of Windsor Academy Trust

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Company registration no: 07523436
Place of registration: England

Our Ref:TM/pg
Letters for Heateacher/Parentmail

Tuesday 2nd February 2021

Dear Parents/Carers

Re : Improving communication with ParentMail

As part of our commitment to improving how we communicate with you, we are delighted to be launching ParentMail on 11th February. This service will consolidate a number of existing services through a single online system or app.

What we will be using ParentMail for

ParentMail is a secure service that allows us to communicate with you in a much more effective and straightforward way. Alongside email, it will be used as our main form of communication with you and will enable you to make payments and book events, such as parent evenings.

We will be using ParentMail for the following:

- **Communicating with you** - we will send you parent letters, messages and reminders about activities and events via messaging in the ParentMail app and text.
- **Making payments** - you will be able to make payments for lunches, trips and other items.
- **Booking events** - you will be able to book appointments for parents evenings and other events
- **Keeping your details up to date.**

ParentMail will allow you to do a wide range of activities in one place, making processes quick and easy for you and saving you time.



What you need to do

Register with ParentMail and Download the ParentMail app

To get ready to use ParentMail, you need to register. Registration is easy, and, on 8th February, you will receive a notification inviting you to register with ParentMail. You can complete this via their website or by downloading the ParentMail app for use on iOS/Android devices, details of how to download the app and other useful information is attached. We highly recommend downloading the ParentMail app on your smartphone. This app will allow you to receive alerts on your phone and do everything within the app rather than via email.

The school will be undertaking a system set up on the 11th of February, this means that automatic links to the existing **lpay Impact** system will cease from this date. In preparation for this transition we kindly request that you **do not make any payments or top up of lunch accounts using the lpayImpact system after Friday 5th February.**

If you need any additional information or assistance, please use the help site:

www.parentmail.co.uk/help/parenthelp or contact Mrs Penny Guest, Office Manager & Marketing and Communications Lead either via the school reception or to info@kingswinford.windsoracademytrust.org.uk with the heading ParentMail.

Yours sincerely



T Macdonald
Headteacher