



NORFOLK COUNTY COUNCIL

AVENUE JUNIOR SCHOOL

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23rd March 2016

Dear Parent/carer

Re: Parentmail

Further to our previous letter dated 11th February 2016, we can confirm that the initial rollout of Parentmail will commence after the Easter break.

Further information regarding Parentmail can be found at www.parentmail.com. Details of Parentmail privacy policy and data protection can be found on the attached document. The information that Parentmail will receive from our school database will be:

- STUDENTS - Child's name, year group, class and gender
- PARENT/CARER - Your relationship to child (i.e. mother, father etc), Title, Name, Primary Email (if available), Mobile number (if available) and address.

Parentmail will only use this information in accordance with their contract with us and please be assured that no information will be passed on to a third party.

Unless you have returned the slip on the original letter informing the school you do not want to be sent the registration link from Parentmail, you will be sent either an email or a text message using the information that we hold on our school database after Easter. This email or text message will provide you with a link to the parentmail log in site. From here you will be invited to sign up to Parentmail. If you have an Apple or Android device you will be able to download a free app onto your electronic devise for ease of access.

The school will be using Parentmail to communicate with parents, just like we do currently with email. In conjunction with the communication we will be using the online payment system. This will allow all trips, music tuition and lunch money to be paid online, taking away the risk of using cash and using outdated cheques. It will allow parents to have greater control over what and when they pay for school activities.

For parents who do not wish to subscribe to Parentmail paper copies of letters will be sent out and cash and cheques will still be accepted at the school office. However it is our hope that the majority of parents will embrace the new system and help keep the amount of paperwork and banking to a minimum.

If parents have any further questions about Parentmail please do not hesitate to contact me.

Yours sincerely

Mrs. Jennie Woodhead

School Support Manager