

ParentMail

ParentMail is a free service that enables parents/guardians to receive non-confidential notices, letters and other information sent from the school, via email. As the school is making greater use of ParentMail, we urge you if you have not already done so, to register for this service as shown below.

*If you have already registered for this service we encourage you to check the **groups** that you have selected in the past, are up to date. Please refer to point 12 below.*

REGISTERING for the first time

- 1) Go to **www.parentmail.co.uk**
- 2) Select the 'PARENT LOGIN' button at the bottom of the screen. (DO NOT select the SCHOOL LOGIN button - this is for schools to register or login, and your email/password combination WILL NOT work).
- 3) Select the 'Register' button.
- 4) Click the ACCEPT button if you agree to our terms and conditions (To read the terms and conditions click the blue 'Terms & conditions' text).
- 5) Enter your first name and surname as prompted (this is used to identify you to your school).
- 6) Enter your FULL email address.

PLEASE take great care in entering your email as this is the ONLY means of delivering your messages. If you enter it incorrectly you will NOT receive your password.

- 7) Select the 'Register' button. An email containing your ParentMail password will be sent to the address you supplied. This can take a few minutes.

While waiting for your password to arrive you can select your school and choose your message groups as follows:

- 8) Select the FIND A SCHOOL button and then select a town/region by clicking the drop-down box. Then select the school from the following page.
- 9) Once you have selected your school please scroll to the bottom of the screen and select the drop-down box at the bottom and complete your reason for registering.
- 10) Once you have chosen your school select the FINISHED button on the next page.

Finally choose which message groups you want to belong to i.e. those you wish to receive emails about

- 11) Select the CHANGE GROUPS button and then clear or tick the message groups you want. Select the UPDATE button at the bottom to save your preferences.
- 12) If you have already registered and just want to update your message groups, select the Home tab near the top of the page. Then click the Change Groups button and tick/untick your message groups.

You can come back to the site at any time and alter or update these message groups, especially if the school adds new groups during the course of the year.