



Great Wyrley Academy

A part of the Windsor Academy Trust

Headteacher: Mr Ian Moreton, BSc Hons, NPQH FCCT

Hall Lane
Great Wyrley
Staffordshire
WS6 6LQ

Tel: 01922 419311

Email:
info@greatwyrley.windsoracademytrust.org.uk

Website:
greatwyrley.windsoracademytrust.org.uk

Twitter: @wyrleyacademy

Company registration no: 07523436
Place of registration: England

1 February 2021

Improving communication with ParentMail

Dear Parent/Guardian

As part of our commitment to improving how we communicate with you, we are delighted to be launching ParentMail.

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. 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. All data stored in ParentMail is kept private and will not be passed on to anyone else.

What you need to do

1. Register with ParentMail

To get ready to use ParentMail, you need to register.

Registration is easy, and on Thursday 4th February, you will be sent either an email and/or text message from ParentMail with details on how to register. When you receive this, simply follow the instructions.



2. Download the ParentMail app

Once you have registered, we highly recommend downloading the ParentMail app on your smartphone. The app will allow you to receive alerts on your phone and do everything within the app rather than via email.

To download the app, search for 'ParentMail' in your app store. Once download, you can log in using the details you registered with.

If you need any additional information or assistance, please use the help site: www.parentmail.co.uk/help/parenthelp or contact info@greatwyrley.windsoracademytrust.org.uk

Yours sincerely



J Studholme
Deputy Headteacher