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Headteacher Colin Belford

Archway

March 2012

Dear Parents/Carers

Messages Sent Home

In order to make sure that our communications with you are more effective we have decided to invest in an email and text message service, ParentMail®. We hope that this will overcome the problem of sending letters home via students being rather 'hit and miss'. We are also aware of the increasingly substantial cost and environmental impact associated with the amount of paper and photocopying involved.

ParentMail® is used by over 2,500 schools across the country to communicate with parents/carers by email and text message. We believe ParentMail® will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to all parents/carers for whom we have details, at the same time
- You will quickly know about important or urgent messages (stranger danger, snow closure, etc)
- We can send reminders about events to keep you better informed

To use ParentMail® we need to collect your email addresses and mobile numbers and we would ask you to complete the attached form and return it to the Main Office as soon as possible.

Please be assured that ParentMail® is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

When we start using ParentMail®, email messages will be sent from **messages@parentmail.co.uk.** (This is a 'send only' account which cannot receive messages.) Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Yours faithfully

Colin Belford
Headteacher

THE STROUD PYRAMID
INVESTOR IN PEOPLE
TECHNOLOGY COLLEGES
SPORT ENGLAND SPORTSMARK

Archway School
GL5 4AX

PARENTMAIL DATA CAPTURE FORM

I give / do not give (please select) my permission for my email address and mobile number to be registered with ParentMail®.

PLEASE COMPLETE IN BLOCK CAPITALS

Student's Details

First Name	
SURNAME	
Tutor Group	

First Name	
SURNAME	
Tutor Group	

Parent/Carer Details

Title (Mr/Mrs/Ms)		First Name	
SURNAME			
Email Address			
Mobile Number			

Relationship to Child		Primary Contact (Tick)	

Title (Mr/Mrs/Ms)		First Name	
SURNAME			
Email Address			
Mobile Number			

Relationship to Child		Primary Contact (Tick)	

Additional Details (if required)

Child First Name	
Child SURNAME	
Tutor Group	

Additional Email Address	

Signature _____ Date _____