

Dear Parents

MESSAGES SENT HOME BY EMAIL

For a number of years we have offered a service for parents to receive letters and information from school by email. This has proved to be very effective in keeping parents informed and we would like to offer you this service.

We use a company called "ParentMail". The service they provide is used by more than a thousand school around the UK with very positive results. In order to use this service we need to collect parent's email address and would ask you to complete the form below. Please be assured the ParentMail service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also no advertising associated with the scheme.

In some cases the email will be a letter asking for permission for your child to take part in an event. As we need your signature for this please don't email these letters back to us but rather print them off and return them to school in the usual way.

We feel this is a very efficient way of communicating with you as well as lessening our impact on the environment. If you would like to discuss this system in more detail then please don't hesitate to contact me.

Yours sincerely

J Paterson, Headteacher

Swanmore Primary School - ParentMail

I am able / not able (please amend) to receive information by email.

Parent Name

Child's Name Class

My email address is

*Additional addresses/information can be written overleaf if required.

Signature Date