

Green Lanes Primary School
Green Lanes, Hatfield
Hertfordshire AL10 9JY

Head Teachers: Ms Johnson

Email: admin@greenlanes.herts.sch.uk

☎ 01707 262556

Fax 01707 258208k

Dear Parent/Carer

Ref: Communications from the School – ParentMail

As you know we try very hard to keep parents regularly informed about what's going on at the school, however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

ParentMail will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school

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 us 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. You may of course still receive information in the traditional paper methods if you wish, but we hope this new service may be preferred, ensuring that you get the information you need using the most efficient methods.

Important – When we start using ParentMail, email messages will be sent from messages@parentmail.co.uk. 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 sincerely

Ms M Johnson
Head Teacher

School Name:- Green Lanes Primary

Postcode:- AL10 9JY

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

Child's Details

First Name																						
SURNAME																						
Form/Class																						

First Name																						
SURNAME																						
Form/Class																						

Parent/Guardian Details

Title																						
SURNAME																						
First Name																						
Email Address																						
Mobile Number																						

Relationship to Child																						
Primary Contact																						

Title																						
SURNAME																						
First Name																						
Email Address																						
Mobile Number																						

Relationship to Child																						
Primary Contact																						

Additional Details (if required)

Child First Name																						
Child SURNAME																						
Form/Class																						

Additional Email Address																						
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Signature _____ Date _____