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Belleville Primary School

**John Grove**

Executive Headteacher

**Sarah Atherton**Headteacher Juniors
 **Mary-Lyne Latour** Headteacher Infants

 **Jane Ford**Headteacher Meteor

Registered Company No. 07768645

Friday 21st June 2019

Dear Parents and Carers,

**Improving School Communications**

Communicating with parent and carers is an important part of what we do, making sure you get the correct information about school news, activities and things that really matter is something we care about and recognise our current systems have not been as efficient or effective as we would like.

We will now be starting to use **ParentMail**, a service used by over 6,000 schools, nurseries and children’s clubs to communicate with you. ParentMail will be used for all school communication from now on and we no longer be using the Belleville App so please do delete from your phone.

We will introduce things in stages.

Summer term:

* ParentMail used for all communications from the school eg newsletter, dates
* Belleville App will no longer be used
* Clubs will continue to be managed through CHQ.
* Payments for uniform, trips etc will continue to be managed through Wisepay.
* Classlist will continue to be used for PTA communications

Once it is established we will look to add more functions from September including payment for trips, lunches and uniform, parents evenings etc.

ParentMail will allow you to:

* Use a free mobile app on Android and iOS to pick up school messages instantly.
* Have an account simply for school messages (away from your personal email inbox)
* Highlight important messages or archive old messages to make life easier.
* Messages can be sent directly to parents and carers.
* Connect to other schools, nurseries or clubs that use ParentMail so you can manage all in one place if you have another child at a school using ParentMail.

**Registering with ParentMail**

This is very easy. This week you will be sent either an email and/or text message from ParentMail, when you receive this please just follow the instructions in the message.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App for the best user experience.To do this, simply search for “ParentMail” in your App store.

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

If you need any additional information or assistance, please visit the help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/) If you have not received any contact from ParentMail within 7days please contact the school office or email your queries to: parentmail@bellevilleschool.org

Yours sincerely,

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School Business Manager