



*Love, live and learn with Jesus Christ.*

**St. Nicholas Catholic Primary School**

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Executive Principal: Mr N. Porter

Dear Parents,

### 'ParentMail Communication'

St. Nicholas uses an online system as a way of communicating with parents; **ParentMail**. Communication with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter. **It is of vital importance that we have an up to date and accurate email address for this system.**

'ParentMail' is a personalised service for our school and it is beneficial as it will allow us to keep you all updated with everything school related as you can:

- Use a free mobile app on Android and iOS to pick up school messages instantly.
- Top up school dinner money or pay for school trips/items in just a few taps.
- Complete forms, give consent/permissions and give feedback on surveys.
- Keep on top of school meetings and events.
- Book parents' evening appointments.
- And much, much more!

Registering with ParentMail is very easy. You will be sent an e-mail and/or text message using the contact information you have given to us. When you receive this, simply follow the instructions to register with ParentMail, we will do this directly from school so accurate contact information is vitally important.

Once registered, if you have an Android or Apple SMART Phone or digital tablet device, the easiest way to use ParentMail is by downloading the ParentMail App from your service provider app store. You can download it from the Google Play Android marketplace or the Apple Store depending on which mobile phone or device you use.

If you need any additional information or assistance, please visit the help site:

<https://www.parentmail.co.uk/help/parenthelp> or if you have not received any contact from ParentMail, please contact the school office and we will check your information and resend the link if necessary.

I hope you find the system useful.

Yours sincerely,

Mr N. Porter  
Executive Principal



# ParentMail

