



# The Peele Community College

Accept Challenge Achieve Success

Headteacher: Miss Elizabeth Smith BA (Hons)

Date: 26th July 2016

Ref: KT/BB

Dear Parent/Carer

## Improving School Communications with ParentMail

Communicating 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 is something we care about.

Traditionally we have used printed letters but delivery of these can be unreliable; they are also expensive, take time to produce and are not environmentally friendly.

From 5th September 2016 we will be using ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. **Please be aware that as of this date we will no longer be able to accept cash in the canteen.** All payments for food and trips will be made via ParentMail. This new form of payment will be beneficial to you because:

- Messages will get to you reliably and on time.
- We can send messages directly to mums, dads and other carers at the same time.
- Emergency or important information can be sent by text message.
- iPhone and Android Apps available for parents on the go.
- Students do not have to bring cash into college.

To use the latest version of ParentMail all you need to do is verify your account. Over the next few days you will be sent either an email or text message from ParentMail, when you receive this please just follow the instructions below.

If you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text and email. You can decide which way you register – but you will only need to register once.

84 Little London, Long Sutton, Spalding, Lincolnshire. PE12 9LF  
Tel: 01406 362120 Fax 01406 364940  
Email: [headteacher@peeel.lincs.sch.uk](mailto:headteacher@peeel.lincs.sch.uk)  
Website: [www.thepeeel.co.uk](http://www.thepeeel.co.uk)

**Mobile registration:**

Please click on the link from the text message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

**Email registration:**

Please click on the link from the email and follow the verification process. As above, you will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

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 have not received any contact from ParentMail within 7 days please contact the school to update your contact information, as this may be out of date.

Yours sincerely

A handwritten signature in black ink, appearing to read 'E Smith', is written over a light grey rectangular background.

Miss E Smith  
Headteacher



Welcome to your PMX Account. We hope you are going to love the upgrades we have made and all the different things you can now do with your ParentMail account.

Registering your ParentMail account can be done in just 5 easy steps!

### Step 1: Receiving the registration email



If you have received this email, click Verify my account.

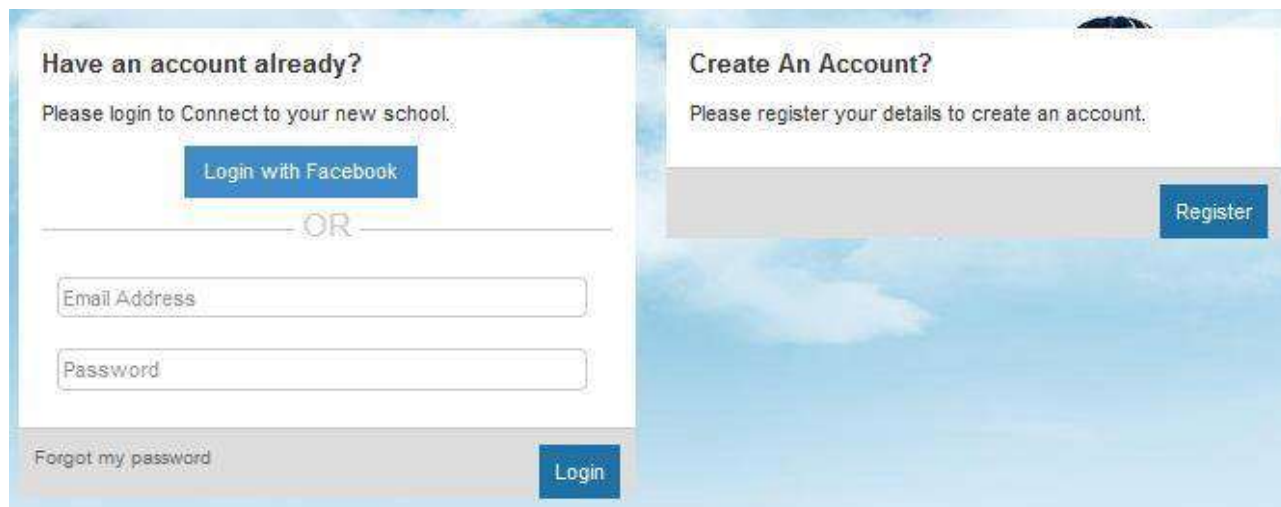
If you haven't received this email, please contact the school and ask them to resend the registration. This email will expire after 7 days. Please note, the email could also be hiding in your junk and spam, so please log in directly to your inbox rather than using a supporting APP, so that you can check all possible folders.

**Step 2 – Register your account** Once you have clicked 'Verify my account' you should see this window:



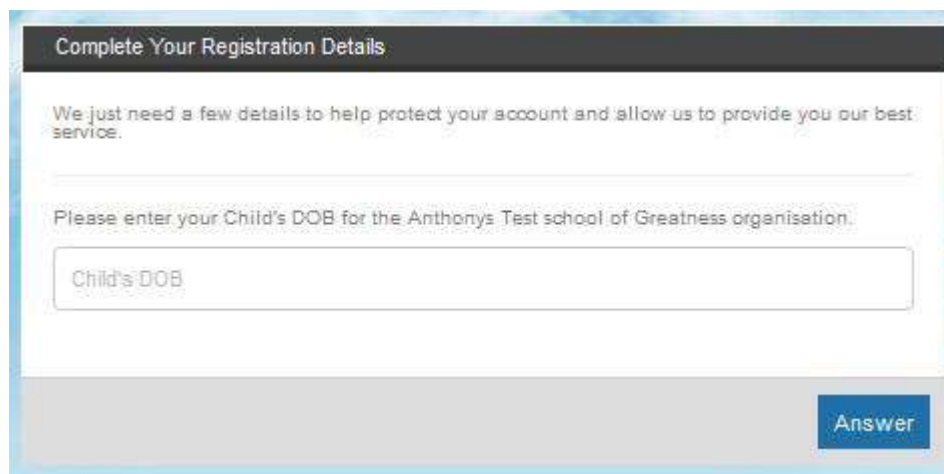
Click **Register**.

You should now be presented with this screen **'Have an account already?'** This section is only if you have had a **PMX** account before. If you are not sure, please select **Register** in the **Create an Account** box.



The screenshot shows a user interface with two main sections. On the left, under the heading "Have an account already?", there is a prompt to login to connect to a new school. A blue button labeled "Login with Facebook" is visible. Below this, separated by an "OR" indicator, are input fields for "Email Address" and "Password". At the bottom of this section are links for "Forgot my password" and a blue "Login" button. On the right, under the heading "Create An Account?", there is a prompt to register details. A blue "Register" button is located at the bottom right of this section.

**Step 3 – Your child’s DOB** You will now be asked for your Childs DOB. (If you have multiple children at the school please enter your eldest child’s DOB) If you receive an error message saying invalid, please check the DOB is correct and try again. If you are still getting an error message, please contact the school and ask them to check what DOB they have for your child on ParentMail.



The screenshot shows a form titled "Complete Your Registration Details". It includes a message: "We just need a few details to help protect your account and allow us to provide you our best service." Below this is a horizontal line. The instruction reads: "Please enter your Child's DOB for the Anthony's Test school of Greatness organisation." There is a text input field labeled "Child's DOB". A blue "Answer" button is positioned at the bottom right of the form.

**Step 4 – Your details** Once you have entered the correct DOB you will then be asked to enter your details. We have broken this down into three sections for you. First of all enter your Title, Forename, and Surname. Please note - you can use your preferred name.



The screenshot shows a form for entering name details. It starts with a label "Name" above a dropdown menu currently showing "Miss". Below the dropdown are two text input fields: the first contains "Tony" and the second contains "Perkinson".

Next are your contact details. The only mandatory field here is your **Email Address**; however, we would advise that you also enter your **Mobile Number** just in case the school need to contact you urgently. You can fill in your address details if you wish, although this information is not mandatory.

**Step 5 – Create a password** Next, create yourself a **Password** (your password must be at least 6 letters and 1 number) then enter your **DOB**. We ask for parents DOB to allow you to reset your password easily if you forget it. You must tick the box to agree to our T&C's before selecting continue, these are available on our website at <http://www.parentmail.co.uk/parent-terms-and-conditions/>

Please note, if you are using ParentMail on your phone, you may need to download an app so that you can open attachments. To download these apps click [here](#).

### **Congratulations! You have successfully registered your account!**

If any of the registration process isn't loading, it may be that you need to adjust the settings on your smartphone or computer. For instructions on how to do this, or for any other help, please visit <https://parentmail.co.uk/help/parenthelp/>