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Dear Parent/Carer:

## Communications from Ashton Gate Out of School Care

As you know we try very hard to keep parents regularly informed about what's going on, with newsletters each term as well as playscheme information and the occasional survey. However, we have found there is a substantial cost, time and environmental impact associated with the amount of paper and postage this requires.

To help improve these areas we have decided to use a service called ParentMail, which is used by over 3,500 schools, nurseries and after school clubs across the UK to communicate with 2 million parents by email and text message.

ParentMail will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to *both* parents/carers 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 with your re-registration form.**

We appreciate that you will have already provided most of this information on our registration form; however, we wanted to make sure that your ParentMail contact details were set up exactly as you wanted and this is the best way to ensure this. You only have to fill this form out this one time; from here on out you will be able to edit your ParentMail information as your contacts or preferences change. (If you have already been registered for ParentMail with Ashton Gate Primary School, we still need your registration. However, provided you use the same email address, ParentMail's system will link your separate registrations so you only have to maintain one set of information.)

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.

**Important!** When we start using ParentMail, most email messages from Ashton Gate Out of School Care will be sent from [messages@parentmail.co.uk](mailto: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

Hannah Harris  
Playcentre Manager

