



Forest Gate Community School

10th July 2019
Ref: SS/TB

Forest Lane
Forest Gate
London, E7 9BB
Tel: 020 8534 8666
Fax: 020 8519 8702
email: info@forestgatecst.org

Head of School: Charlotte Whelan
Executive Headteacher: Simon Elliott

Dear Parent/Carer

Re: 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. Therefore, a decision has been made to replace sQuid, our current online payment system, with a new communications and payment service.

On Thursday 18th July 2019 we will be introducing ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail will be beneficial to you because you can:

- use a free mobile app on Android and iOS to pick up school messages instantly
- top up dinner money or pay for school trips items in just a few taps (**available from 30th August 2019**)
- complete forms, give consent/permissions and give feedback on surveys
- keep on top of school meetings and events.

Registering with ParentMail is very easy. Over the next few days you will be sent either an email and/or text message from ParentMail. When you receive this, just follow the instructions in the message.

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.

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

If you need any additional information or assistance, visit the [help site](#) or if you have not received any contact from ParentMail within 7 days, contact the school office via email info@forestgatecst.org or call 020 8534 8666.

Yours sincerely

Thahmina Begum
Acting Head of School