



Love To Learn, The Malcolm Sargent Way

PARENTMAIL

At our school, we use a parent communication system call Parentmail PMX. In order to register for PMX you will need to complete and return the form overleaf to the office. Until the form is returned you will not receive correspondence from us and will have to rely on the Parents>Recent Letters section of our website to keep up to date. That section of the website is updated approximately every 48 hours. Please visit the website anyway to catch up with letters and events which affect your child's new class/year group. Letters are prefixed as follows:

FS	Foundation Stage
KS1	Y1 and Y2
LKS2	Y3 and Y4
UKS2	Y5 and Y6
WS	Whole School

Other prefixes could be choir, chess, SEN etc as appropriate. Items without a prefix will usually relate to the whole school.

In order to receive correspondence direct to your email address, please complete and return to the office the slip below. You can register more than one email address to each child so, for example, both parents can register with PMX to allow correspondence to both. Once you have returned your slip to the office, you should automatically receive a verification email. Please click on the link in that email and then follow the instructions. Once you have verified, you will then receive all correspondence from us direct to your email address.

We already used PMX for online permissions and online booking for parent evenings and in the future hope to be able to include online payments also.

Those parents who have smart phones can download a free Apple or android app from the App Store or from Google Play to access Parentmail. Please search for Parentmail PMX.

If you do not have a PC or laptop at home, you are welcome to use the ICT Suite after school each day to review the letters published that day on our website, as above. The Suite is open each day after school until 6pm.

Please contact the school office if you have any questions.

Liz Town
Business Manager

PARENTMAIL PMX – REGISTRATION FORM

Child Name	
Child Gender	Male / Female
Child Class	
Child DoB	
Name of Sibling(s) in School (if any)	

Parent Title	
Parent First Name	
Parent Second Name	
Parent Email	
Parent Mobile	

Signed: (Parent/Guardian)

Dated:

The information above is used by the school to create your account with Parentmail. Please visit their website at www.parentmail.co.uk/privacy-policy to read their privacy policy. Once the data is entered onto Parentmail, this form is stored on your child's file. Please see the schools Privacy Policy and retention information on our admission form or on our website for more information.