



SC/Sept09/ParentMail

**Tanbridge House School**  
A Specialist Science, Mathematics &  
Computing College

Dear Parent

Ref. Messages Sent Home

At Tanbridge House School we continually endeavour to improve communication between home and school to enable our parents to be fully informed of all school developments.

We are all aware of the problems involved with sending letters home via students and also the environmental impact this has.

Over the last 18 months we have put into operation a service called ParentMail which enables us to send letters and messages direct to you via email and text message.

This service has proved to be very popular with our parents and works effectively - especially when we need to get important messages out to you, for example, earlier this year we were able to keep parents informed of our sudden closure due to the bad weather.

To ensure our records are up to date, please can you complete the reply slip and return to me via Community Reception by Thursday 1<sup>st</sup> October. I wish to assure you that the ParentMail service is registered with the Data Protection Registrar which guarantees that all information supplied will be kept completely private. There is also NO advertising associated with the scheme.

**IMPORTANT** - Our school messages will be sent from the email address [messages@parentmail.co.uk](mailto:messages@parentmail.co.uk) Please make sure you add this address to your email address book (or approved sender list) in order to prevent messages being blocked by your SPAM/JUNK filters. Please also check your SPAM/JUNK folder regularly just in case messages do go there.

Yours sincerely

Shona Clough  
Exams & Assessment Manager

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**Please return to Community Reception.**

Parent Name/s \_\_\_\_\_/\_\_\_\_\_

Children/s names \_\_\_\_\_ Reg. Group \_\_\_\_\_

\_\_\_\_\_ Reg. Group \_\_\_\_\_

My Email address/es \_\_\_\_\_ (Main One)  
(PLEASE PRINT)

\_\_\_\_\_

Mobile Telephone numbers (Mother) \_\_\_\_\_/(Father) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Additional email addresses and/or mobile numbers can be written overleaf if required.

ParentMail Sept 09

Headteacher: Mr Jules White B.A. (Hons)  
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