# Newland House School

Parent Mail

The school regularly communicates with parents via a service called ParentMail, which is a reliable email and text message communication system. By signing up to receive communication via ParentMail you ensure that:

- Messages will get to you reliably
- We can send messages directly to both parents at the same time
- You will quickly know about important or urgent messages
- We can keep you regularly informed about events at the school

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

Step 1 – Receiving the registration email
Once you child starts at the school, you will receive a registration email (see below) asking you to create a ParentMail account:
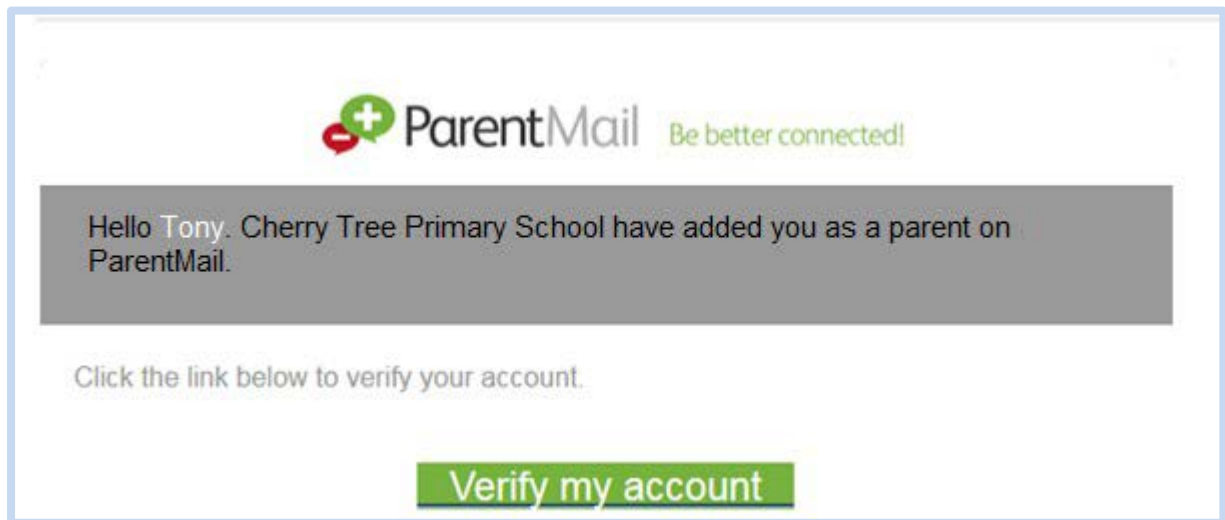
If you have received this email, click Verify my account. If you haven't received this email, please contact the school and ask them to resend the registration. This email will expire after 7 days. Please note, the email could also be hiding in your junk and spam, so please log in directly to your inbox rather than using a supporting APP, so that you can check all possible folders.
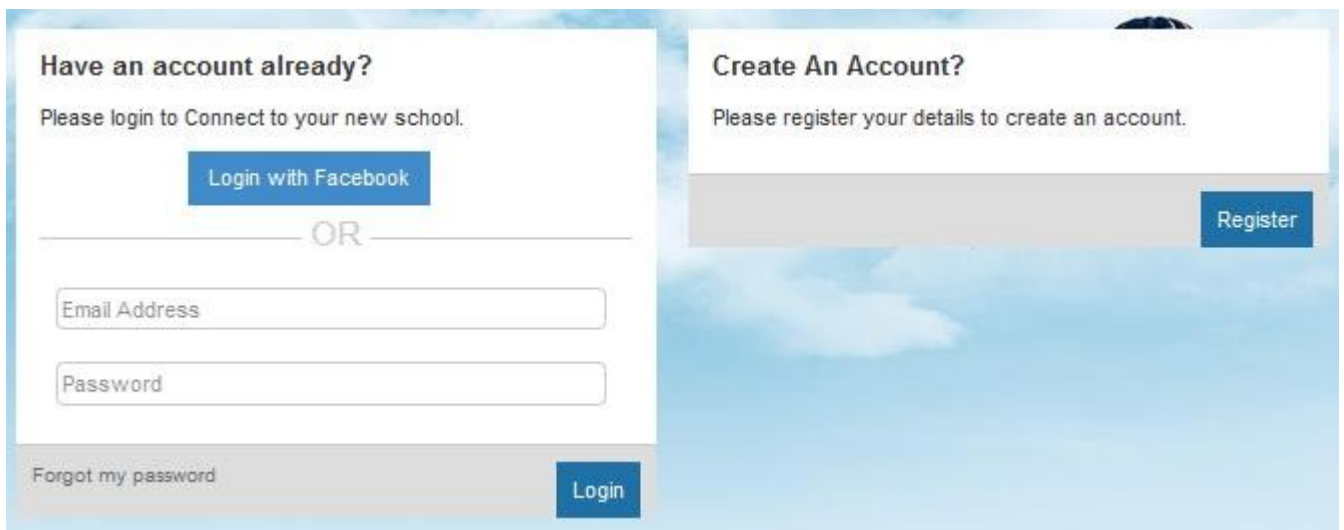
Step 2 – Register your account
Once you have clicked 'Verify my account' you should see this window:
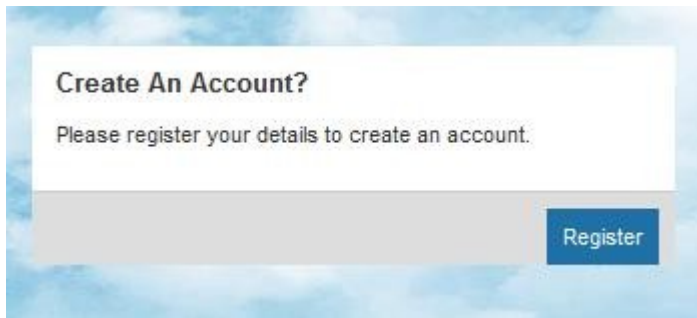
Click Register.

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

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.
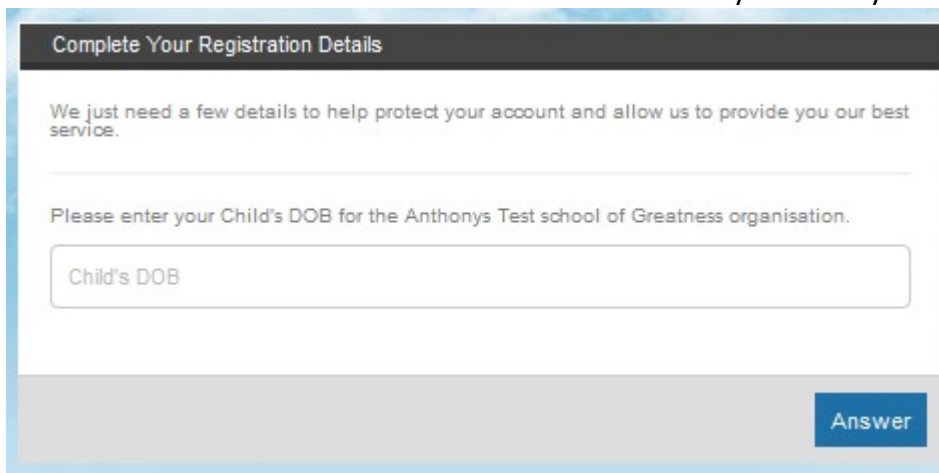
Step 4 – Your details
Once you have entered the correct DOB you will then be asked to enter your details. First of all enter your Title, Forename, and Surname. Please note – you can use your preferred name. Next are your contact details. The only mandatory field here is your Email Address, however, we 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. You must tick the box to agree to our T&C's before selecting continue, these are available on the ParentMail website. You will now have successfully registered your account!

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. Please note that email messages will be sent from *messages@parentmail.co.uk* so you should add this address to your email address book or approved sender list, to prevent messages from being blocked by your Spam or Junk filters.