



Black Firs Preschool

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Dear Parents,

Communication with parents - Messages Sent Home

As you know we try very hard to keep parents regularly informed about what's going on at preschool, however, sending paper letters home can be rather 'hit and miss' with letters often going astray! We are also increasingly aware of the substantial cost and environmental impact associated with the amount of paper and photocopying involved.

To help improve communication, we have decided to use a service called ParentMail® which can communicate with parents by email. ParentMail® will be beneficial because:

- Messages will get to you reliably - *as long as we have up to date contact information*
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages
- We can remind you more about what's going on at preschool

To use ParentMail® **we need to confirm your email addresses** and we would ask you to complete the attached sheet and **return straight back to us**. **We specifically need to check that email addresses are correct so please write legibly.**

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, email messages will be sent from 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,

Preschool Team

