



**St John's CE Primary School**

Brook Lane, Walsall Wood

Walsall, West Midlands

WS9 9NA

Phone: 01543-452197

Fax: 01543 452956

Email: [office@st-johns.walsall.sch.uk](mailto:office@st-johns.walsall.sch.uk)

18 November 2015

Subject: Keeping ParentMail up-to-date

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Name:	<b>Miss Ann Other</b>
Class:	<b>3B</b>

Dear Parents/Carers

May I remind you that if you change your email address or mobile phone number that only YOU can change your details on your ParentMail account.

Please keep this information up-to-date as we use the records stored on this system to contact large groups at a time, usually via email but occasionally via text message. For example: we keep parents informed of arrivals/departures when a residential holiday takes place or to notify you of a change of arrival time such as the recent choir trip to London. We also text parents to say whether the school is open or not, should we have any heavy snowfalls.

Therefore please check that your ParentMail information is correct and add a mobile phone number if you haven't already.

If anyone would like any help with their ParentMail account, **or would like to set one up**, please either drop into the school office where the staff will be happy to assist or email

[office@st-johns.walsall.sch.uk](mailto:office@st-johns.walsall.sch.uk)

If you do change your mobile or landline telephone number or email address please also let the school office know so that we can amend our information too please.

Thank you for your co-operation.

Mrs A Edwards  
Business Manager