

LODDON PRIMARY SCHOOL

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Dear Parent/Carer

I write regarding our recent upgrade to PMX – ParentMail’s latest platform. The upgrade at the end of last term enables the school to use ParentMail to send home forms and parents to make Parents’ Evening bookings online. Parents can also pick up school messages via smartphone using the free ParentMail App on Android or iOS and access ParentMail without a network connection.

Existing ParentMail users

There are a number of parents who were previously registered with ParentMail 2 and have yet to verify their PMX registration. The office team sent a reminder to those parents on Monday. If you have not already done so, please verify your PMX account by clicking the link in the email and following the process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account. It is a very quick process. Once you verify your account, you can access ParentMail PMX with your own login. You have the option to update your contact information and download the ParentMail App.

Please note that if you do not verify your account, you will be able to receive emails but will not be able to use any apps such as booking appointments for Parents Evening online.

New Parentmail users

We are currently experiencing a delay with registering new users to the ParentMail system. Whilst we await an update from ParentMail we ask that you regularly check for letters to parents on the school website www.loddonprimary.co.uk to ensure you do not miss any letters.

Please note that as published in the parent newsletter of 19th July, letters will be sent home via Parentmail from now onwards and not paper copy. If you wish to continue to have a paper copy you will need to request this specifically at the school office. Letters will also be added to the school website as currently.

If you are a family with parents living in different households please also make sure that the office are aware of your wishes with regards to how communication is shared with your family e.g. if you want an additional account/letter distributed.

Yours sincerely

Mrs S Phillips
Headteacher

