



HOLLAND JUNIOR SCHOOL

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Communication at Holland Junior School

As you are all aware, we are now using Parentmail PMX which means we can use ParentMail to send important information such as school closure, club cancellations etc. You can also use ParentMail to pay for school lunches, school trips, events and uniform. From September the office will no longer be accepting cash so it is important that you register with Parentmail as soon as possible.

To use the latest version of ParentMail all you need to do is verify your account. To do this, please ensure you have provided the school with your email address/mobile number, so that over the next few days you will be sent either an email or text message from ParentMail. When you receive this please just follow the instructions below.

If you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text **and** email. You can decide which way you register – but you will only need to register once.

Mobile registration:

Please click on the link from the text message and follow the verification 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.

Email registration:

Please click on the link from the email and follow the verification process. As above, 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.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Forgotten password?

If you have previously registered and forgotten your password you need to go into the Parentmail homepage, put in your email address and click on forgotten password. You will then receive a new registration email where you can reset your password.

Newsletter

Please note the link to the weekly newsletter is sent via email and NOT via parentmail. As well as the link you receive via email, the newsletter can also be viewed on the school website, hard copies are available in the school office every Thursday afternoon and a copy put on the school notice board every Friday morning. It is very important you read this every week to find out about future school trips, weekly clubs and other important information.

**PLEASE INFORM THE OFFICE ASAP IF YOU HAVE ANY CHANGES TO YOUR
EMAIL ADDRESS OR PHONE NUMBERS**

If you have any issues or queries with the process please contact the school office as soon as possible.

Yours sincerely

School Office

