



Headteacher: Mr D Hampson M.Sc, B.Sc, SLE, NPQH

Calder Road, Rawtenstall, Rossendale, Lancashire BB4 8HW

Telephone: 01706 223171 Facsimile: 01706 210448

e-mail: [reception@aldergrange.lancs.sch.uk](mailto:reception@aldergrange.lancs.sch.uk)

Website: [www.aldergrange.com](http://www.aldergrange.com)

September 2017

Dear Parent/Guardian/Carer

As you know we try very hard to keep parents/carers regularly informed about what is going on at Alder Grange. However, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way. We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying this involves.

As we are always looking for ways in which we can improve our communication between school and home, as a result we use a service called ParentMail®, which is used by over 3,500 schools across the UK to communicate with parents predominantly by **email** but also by **text message**.

We are confident that ParentMail will be beneficial to you as messages should get to you more reliably, more quickly and allow us to keep you better informed about important events in school. It is not intended as a day to day means of communication but rather to be used in cases of important or urgent events such as Parents' Evenings or emergency snow closures.

**To use ParentMail we need to collect your email addresses and mobile numbers and we would ask you to ensure that this section of the Data Collection form is completed and returned to us as soon as possible in a sealed envelope marked with your child's name.**

All the data on our school's information management system is subject to the strict controls laid down by the Data Protection Act. Please do not hesitate to contact us if you have any queries or concerns regarding the Act's application. Please be assured also 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.

**When ParentMail is used we will send the message to the person named as the number 1 priority contact.**

If this may cause a problem or if you have any questions regarding ParentMail, please do not hesitate to get in touch with us at school and we will endeavour to help.

**Important** – When we start using ParentMail, email messages will be sent from [messages@parentmail.co.uk](mailto: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

Mr D Hampson  
Headteacher

---

**Alder Grange**

is a school where everybody is **inspired** to be the best they can, where **excellence** is **nurtured** by everybody and a community in which everybody **cares**