



Busbridge CE (Aided) Junior School
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10th Septmeber 2018

Dear Parents and Carers

We would like to share with you that we have just updated our Parentmail PMX system and you may have received an email and/or text earlier today advising you to update changes on your account or to set up an account.

If you have received this communication and have **new children** who have come into the school this term, **please use this link to set up your Parentmail PMX account** for that child/children.

If you have an **existing Parentmail PMX account for another child/children already in school, please log-in and check/verify** your details are correct so your account can be updated.

Please note that we are intending to reduce the quantity of paper format communications and use the Parentmail PMX system as a way of communicating with parents eg. by text and email. We will use Parentmail PMX to communicate for example, any emergency or urgent information (e.g. school closures, delayed return of trips).

It is therefore very important that you **ensure you have registered on PMX and keep your contact details up-to-date.** Please note **any changes made to contact details on PMX must also be given to the school office** to ensure the records we hold are correct.

Thank you for your attention to this.

Kind regards

Mrs Callie Morgan and Mrs Liz Mitchell
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