



24 May 2021

Dear Parent/Carer

ParentMail

Up until now we have been communicating with you via Admissions Plus, but from 7 June, we will be transferring your details from Admissions Plus onto our own system and we will be emailing you via ParentMail instead.

Before we transfer your details over, we would like you to review the information you provided on Admissions Plus is current and correct and that the following details have been provided:

1. At least 2 contact details - preferably both parents/guardians, each with their own unique mobile number and email address. This enables us to add you to our communication and payment system Parentmail
2. Plus permission for the following:
 - Participation in school visits, sports fixtures ,etc
 - Confirmation of medical details
 - Consent for Paracetamol
 - Biometric Consent

We have noticed that quite a few forms have not completed all of these areas so we'd be very grateful if you could check.

Once your details have been transferred to ParentMail you will receive an email to ask you to activate your account. You can also download the app by searching in your app store for Iris ParentMail.

Once you are logged into ParentMail you will see an item to purchase on your ParentMail account for your daughter's locker appear in the "Payments" tab. This tab is used for the essential items which generally are not optional. Optional items, such as tickets for events, appear under the "Shop" tab. I hope you find our ParentMail system a convenient way to pay for items at school.

This locker fee is a one-off non-refundable fee of £40 to help pay for the locker your daughter will use from Year 7 - Year 11. It is a single fee for the whole duration of her time and is much cheaper than the yearly rates charged by some schools. We use the money raised to pay for replacement lockers when they get beyond economical repair. This fee includes a combination padlock, which we find is a much more practical alternative to locker keys. Watch out for your email notification letting you know this item is live and therefore available for you to pay.

You will also see an item in the "Accounts" tab for Dinner Top Up. This is where you add money to your daughter's cashless catering account, which she will spend in our Dining Room. Given the current circumstances our kitchens have been operating on a reduced service, but we are optimistic they will be operating as near normally as possible next term. Please ensure you have added some money to this account before your daughter starts in September, or make alternative arrangements for her to bring some lunch into school.

If you have told us that you will be providing your own 4G UK Chromebook rather than purchasing through the school, you will also need to buy an AHS Chromebook licence for £30. This will also be available for you on ParentMail. *Please note that anyone purchasing a Chromebook through the school will automatically have the AHS licence and does not need to buy this separately.*

Yours sincerely

Mr K Marshall
Bursar

Miss J Quesne
Head of Year 7