



PARENT MAIL INFORMATION

We want to make our school communications informative, convenient, and easy to manage for our parents and we use ParentMail to make online payments (for lunch, trips and events) and to keep you updated about meetings, events, achievements and detentions. We can also let you know quickly if there are changes to the school day, for example if the school is closed because of snow or in the case of a whole school emergency

Registering on ParentMail also allows you to download the free ParentMail App and have a single account to view communications sent from all schools you are registered with. It's the best way to ensure you never miss any important messages from Hendon School and this means you can receive information in the palm of your hand, as soon as it's sent!

The registration link sent either by email and/or text by the school. If you have not received your registration link, please contact Hendon School directly on info@hendonschool.co.uk

Please note: If you already have a registered ParentMail account with another child at this school, you do not need to register again, and you will automatically connect with the new starter.

How to Register

1. If you have received an SMS registration link, click the hyperlink. If you have received an Email registration link, click the **Register** or **Manage my Connection** button.
2. The registration page is displayed for you to select from the following two options.
 - a. If you do not have a ParentMail account, click the **I don't have a ParentMail PMX account** option.
 - b. If you have registered a ParentMail account previously, click the **I already have a ParentMail PMX account** option.
3. Enter the date of birth for the child displayed and click the **Verify Now**
4. If you selected the **I already have a ParentMail PMX account** option, you can now login with your existing login credentials and look forward to receiving communications straight to your account.
5. If you selected the **I don't have a ParentMail PMX account** option, please follow the instructions below to register your account. Enter your Email Address, Confirm Email, Mobile Number, Title, First Name, and Last Name as shown in the following graphic.
6. Then enter a password of your choice. **Please note:** The password must be 8 characters long with at least one number.
7. Re-enter your password and click the **Complete Registration** button.

To download the App, go to either the App Store (iOS users) or the Google Play Store (Android users) and search for **ParentMail** and start the download. Once you have downloaded the ParentMail App, you can login by using the details created during the registration of your account. **Please note:** Your email address is your user login. Please download the app for free from the Apple App store or the Google Play Store now.