



**HODGE HILL GIRLS  
SCHOOL**

## Hodge Hill Girls' School

Bromford Road  
Birmingham  
B36 8EY

**Headteacher:** Mrs Sonia Adu  
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Ref: SA/ejh

8<sup>th</sup> December 2017

Dear Parent(s)/Carer(s),

### Changes to Parental Communication

We already communicate with parents by SMS text message and intend to improve our communication further by extending this to include emails. This efficient means of communication will be adopted for generic letters, trip letters and other forms of general information sent to parents and carers. Our intention is that all generic future correspondence will be via email unless a paper copy is required, although we will continue to upload generic letters and information onto our website for your future reference.

The current system for individual personal correspondence through posted letter is unaffected by these planned changes.

**To accommodate these changes, from January 2018, we will stop using GroupCall Messenger for SMS, and ONLY use ParentPay for payments, SMS and email.** This will bring efficiency savings for the school, whilst reducing the number of systems that parents need to access. A majority of parents already use ParentPay successfully to process payments, so will already be familiar with the system.

ParentPay will be the system that the school will use to notify parents regarding emergency school closure from January 2018. It is important that parents support this transition by ensuring that they read the attached documentation and log on to ParentPay to enter their essential contact information. It is the responsibility of parents to ensure ParentPay is kept up to date with changes to essential contact information, as well as notifying the school of updated information.

### Action Required by Parents

To enable us to use ParentPay effectively, we request that parents take the following action by **Thursday 21/12/2017**:

1. Complete and return to school the attached "ParentPay Consent Form for ParentPay".
2. If you have not yet activated your ParentPay account, please follow the link below.
3. Sign-in to your ParentPay account with your email address and ensure you set a valid Mobile Phone Number and Email Address to receive communications from the school.

For further information and support, please see the Parents section on the ParentPay website (<https://www.parentpay.com/parent-account-faqs>).

Yours faithfully

*S Adu*

**Mrs S Adu  
Headteacher**

*Educating Tomorrow's Women Today*

## ParentPay Consent Agreement

1. **Hodge Hill Girls' School** requires verifiable parental consent to use ParentPay to communicate with Parents.
2. For the purposes of Data Protection, Hodge Hill Girls' School is the Data Controller seeking consent from parents, and ParentPay is the third-party organisation, and service, that the school uses.
3. **Use of ParentPay** – The school uses ParentPay for the following purposes:
  - a. **Parent Payments** - Gives parents the option to pay for items (for example, school meals, school trips, educational resources) via the ParentPay secure website, or via PayPoint at local PayPoint stores.
  - b. **Email to Parents** – Direct to nominated parent's email address - sending of generic letters and communications to parents, relevant to their daughter and school life. For example, notification of upcoming events, termly school newsletter, letters to parents, reminders for notes when pupils are absent.
  - c. **SMS Messages** - Direct to nominated parent's mobile number – Urgent/important communications. For example, changes to published meeting/events, cancellation of after-school activities, reminders, school closures of any kind, attendance monitoring.
4. **Parental Personal Information** – ParentPay requires a **current email address** and **current mobile phone number** from parents that consent to receiving emails and SMS messages from the school. This information will only be used by the school to send emails and SMS messages for the purposes outlined above, and will not be transferred to any other party. It is the parent's responsibility to ensure these details are kept up to date in ParentPay.
5. **Consent Expiry** – parental consent will automatically expire when the parent's child is no longer a pupil of Hodge Hill Girls' School.
6. **Further information** –
  - a. To read ParentPay's privacy policy, please see [www.parentpay.com/privacy-policy](http://www.parentpay.com/privacy-policy).
  - b. To read Hodge Hill Girl's School's Privacy Notice/Policy, please go to the school website → Statutory Information and Policies – [www.hodgehgs.bham.sch.uk](http://www.hodgehgs.bham.sch.uk).
  - c. For further information on ParentPay please see [www.parentpay.com/parent-account-faqs](http://www.parentpay.com/parent-account-faqs).

## Parent Permission Form

Parent / Carer  
Name:

Pupil Name:

Pupil Date of  
Birth:

Pupil Form:

1. This form relates to the **ParentPay Consent Agreement**, to which it is attached.
2. As the parent/carer of the above pupil, I give consent for Hodge Hill Girls' School to use ParentPay to communicate with me, according to the terms outlined in the ParentPay Consent Agreement.
3. I understand that in order to benefit from the service, I will need to submit a current email address and mobile phone number in ParentPay, and keep it up to date.

Please tick **ONE**  
**box:**

I give consent:

I do not give consent:

Signed:

Date:

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## Communication Survey

At Hodge Hill Girls' School, we understand that communicating with parents via email and SMS assumes that parents have access to devices (mobile phones, smart phones or computers) with internet access. Please could parents complete the short survey below, so that the school can ensure equality of access to parental communication from the school.

I can confirm that I have access to the following devices (tick all that apply)

**Smartphone** with access to SMS and Email:  
*(eg. iPhone, Android Phone)*

**Mobile phone** (not smart phone) with access to SMS:  
*(eg. basic phone with number-keys)*

**Computer** with access to Email:  
*(eg. iPad, tablet, desktop computer, laptop)*

I don't have access to any of the above devices: