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21<sup>st</sup> April 2021

Dear new Year 7 Parent/Carer

## Year 7 September 2021 intake

An account will be created for you on the school's CombertonPost parent communication system as you will shortly be receiving the registration documentation via school email. The school will use the system to send you emails (and occasionally text messages); it also provides you with a personal online 'mailbox' where you can always view a record of all your messages from the school and, where appropriate, complete simple reply forms.

Publications with short messages from the school will come to your inbox using this email address. This will contain a link to the full publication with any documents and an opportunity to reply.

By default you will not need to login when clicking links from notification emails but you can also access your publications from any computer using the web address <https://combertonvc.schoolpost.co.uk/> where you will then be asked to login with your email address and your password.

**PASSWORD:** To set your password please use this link

<https://combertonvc.schoolpost.co.uk/password-request> or click 'Request password reset' from the Main Menu or login page, then follow the instructions in the email you receive.

**SETTINGS AND PREFERENCES:** At the end of every notification email there is a link to your settings. In particular you can change your password from the Settings area.

Each adult with parental responsibility can have a maximum of two email addresses for CombertonPost. Please let me know if your email address changes.

Thank you

Yours faithfully

**Mrs Dani Glass**  
Admissions Officer

