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Principal: Peter Law

May 2024

Welcome to CombertonPost.

We use an email tool called CombertonPost to send out emails (and occasionally text messages) to parents and pupils. You now have a CombertonPost account with an online mailbox.

When we send you an email to your CombertonPost mailbox, you will also receive a notification email to your personal email address. These will have a link to the full email in your mailbox with any attachments or forms that need to be completed.

As part of registering your child with us, we will send through CombertonPost some important forms that need completing.

Your CombertonPost personal online 'mailbox' is where you can always view a record of all your messages from the school and, where appropriate, complete reply forms. You can go to the mailbox by clicking the links at the bottom of notification emails. You can also access your mailbox 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.

**A secondary contact can be added once we have received completed registration forms.**

