

The Douay Martyrs Catholic Secondary School



November 2018

Headteacher:
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Dear Parent/Carer

Some parents/carers are reporting that they are not receiving all emails from The Douay Martyrs Catholic Secondary School. If this is the case for you, could I please ask that you check your spam/junk folder in the first instance. If you do not find The Douay Martyrs Catholic Secondary School emails in there then please contact snaidoo@douaymartyrs.co.uk so we can investigate further.

If you find that The Douay Martyrs Catholic Secondary School emails are ending up in your spam/junk folder then what you need to do is put The Douay Martyrs Catholic Secondary School in your Safe Senders List. Below are instructions on how to do this if you use Gmail or Hotmail/Outlook. If you use another email provider then a quick internet search should provide you with instructions on how to do it for your particular email provider. The bulk of emails from The Douay Martyrs School will come from the domain @schools.ps-connect.cloud and from @douaymartyrs.co.uk

Gmail

There is no Safe Senders List in Gmail but the easiest way to ensure emails don't end up in spam is to add The Douay Martyrs Catholic Secondary School email addresses to your contacts list.

Hotmail/Outlook

Go into the Hotmail/Outlook settings menu and select "options". On the left hand side you will see a list of options, one of which will be "Junk Mail" and under that "Safe Senders". You will want to add @douaymartyrs.co.uk & @schools.ps-connect.cloud

The above actions should hopefully prevent your email provider from putting The Douay Martyrs Catholic Secondary School emails into the spam/junk folder.

Yours faithfully

Sarah Naidoo
SIMS and Data Officer
The Douay Martyrs Catholic Secondary School