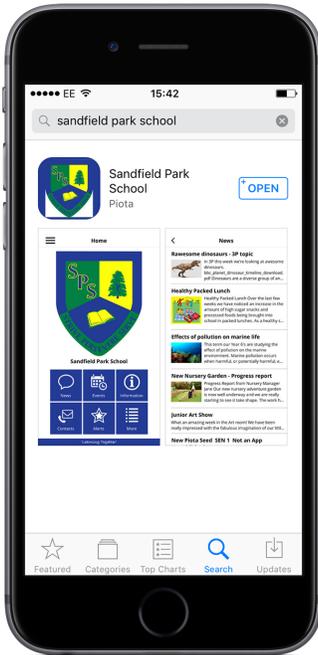


# How to use our app

Download the app by typing Sandfield Park School into iTunes or Google Play



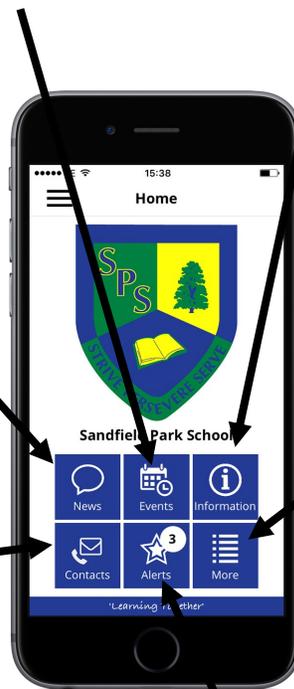
**Events**— online diary for keeping track of events

**Information**— welcome, policies, letters home

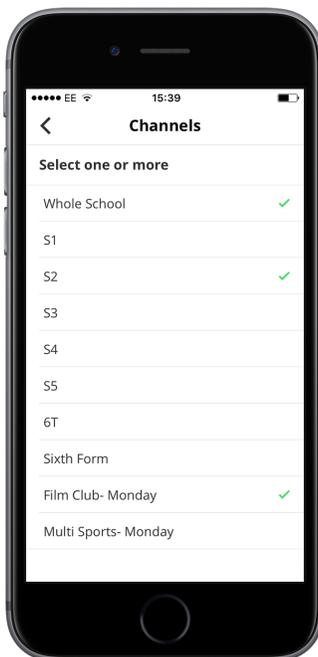
**News**— updates and photos, e.g. comic relief, world book day, assemblies etc.

**Contact**— phone numbers for school, surgery, physio etc

**More**— forms, surveys, settings



**Alerts**— e.g. school closure, reminders, after school club cancellation



Go to ->more

->Settings

->Channels

Select the channels which you need alerts from, i.e. your child's class and the clubs they attend.

We are trying to reduce our carbon footprint and go paperless from September. We are trying to streamline communication between home and school and really hope all of our parents will get on board with the app, and find it useful.

Letters will not be getting sent home from September onwards, all communication between home and school will be via the app. Letters will appear in the news section and a push notification will be sent when there is something you need to read. The text messaging system will be replaced by the alerts function. Each class will complete generic home to school information such as “bring gardening clothes in tomorrow” or “ photos from trip to farm” in lieu of the home/school diary. Personalised home/school diaries will still be completed where information is requested, personal care and lunch meals will still be completed daily, where requested. All permission forms, will be completed online, and a push notification will direct you to complete this.

Please visit the “More” section and familiarise yourself with the forms, surveys and settings

**Forms**— Appointment notification, please complete when you get appointments, these will go directly onto our online calendar, meaning you don’t need to write in home/school books or phone up.

Parents Contact Details, please update if you move house or get a new mobile number

Absence report— please complete if your child will be absent, this will come directly to the office

Trips and Visits permission— please complete at the beginning of the year, you will need to complete additional permission forms in the case of your child attending a trip which is deemed dangerous, e.g. water sports, or a trip taking place outside of school hours e.g. arriving back at school at 5pm.

**Surveys**—We will send surveys home when we need to gain information from parents, such as if you will be attending a parents meeting, dates and times for parents evenings etc. A notification will be sent to you to tell you a survey needs completing

**Settings**— Channels, this allows you to subscribe to the channels which you need to know about, i.e. if your child is in S1 and goes to Monday night film club and Wednesday night musical theatre, you would want to get notifications from only those channels.

If, however, you wish to opt out of all communication via the app, please let the school office know and we will send letters home just to you, via your child.