

1st September 2022

Dear Parent

Our school App can be downloaded to a smart phone or other device free of charge by searching for **Annalong PS** in your App store.

For an Apple device you can download the App from the App Store and from an Android device you can download the App from the Google Play Store. If you require any help with this process, please contact the school.

When you download the App you will be asked to choose the classes that are relevant to your child/children. If you are prompted for a password it is **11111**. This ensures that anyone who is not connected to the school will be unable to read messages or book any services.

When you open the App, you can access the menu by clicking on the 3 lines on the top left hand side of the page and this will direct you to the various sections of the App.

Bookings

This section is where you complete bookings for dinner, milk or after school clubs, when they start. When you select the days you want then you proceed to payment and either choose Paypal or Free if you are entitled to Free School Meals.

Parent Area:

- **Absence** form which can be filled out and submitted to explain why your child hasn't been at school. It is important that you sign and date this document before submitting it.
- **Communication** form can be used to inform your child's teacher if they are being picked up early, will be late, etc.
- **Photo Consent** form - you will need to complete for the 2022/2023 school year.
- **Dinner menu**
- **Free School Meals application**
- **Annual holiday list**

There is also a direct link to the school **website** where you will be able to find out more information about the school and see the calendar and class pages as usual.

Notifications will be the section all messages appear in and these will automatically be sent out to you when something new appears on the App. Please choose the class you want to receive notifications for by clicking on the red gear symbol on the top right hand section **Notifications**.

We are hoping to use the App as our ***main form of communication to parents*** from ***Monday 5th September*** which will save on time and money, reduce our carbon footprint and also make life simpler for you when communicating with school. Class teachers will still use Google Classroom/Seesaw/Homework diaries to communicate with you about individual class matters. If you are unable to use the App for any reason and continue to require paper copies of correspondence after this date, please contact Mrs D Cunningham in the office.

Yours faithfully

P Chambers

Principal