



Example home screen

## Announcing our new school app

We are pleased to announce the launch of our new school app. It is FREE for you to download and is part of our commitment to communicate with parents, delivering the school's latest news, events, push notifications and much, much more.

To see a short video please click [here](#)

The app can be used on smartphones and tablet devices running iOS or Android, and can be downloaded from the Apple App Store and Google Play.

App set up instructions are available on the next page.



To download, click on one of the links opposite, or search for mySchoolApp (app tile above) on the app stores. Open the app and enter our school name and register your details and you're ready to go.

We hope you find our new app useful. If you have any questions please call 0208 471 2418



## mySchoolApp – user set up

When you have downloaded mySchoolApp to your device (phone or tablet) there are just a few things you need to do, to ensure you can get the most from the app.

### Registration

Once you have selected your school you will be requested to enter your details. This is a once only form and enables the app to identify you to the school. The school app administrator will be able to see your name, email and phone number. We also request you **create** a PIN, which is private. This will be used if you submit an absence notification via the app, ensuring only you can use this feature.

### Settings

From the app menu, select Settings.

In this area you can

- update your details
- add additional schools (which use mySchoolApp)
- subscribe to Notification Groups
- choose which language you would prefer to read the app content\*

*\*only visible if the school has taken the languages option*

### Push Notifications

Push notifications enable the school to notify you of new messages or events without the need for you to actually open the app. It is recommended that you choose to accept push notifications from mySchoolApp, to ensure that you receive important communications, such as a school closure due to snow or a late coach return, etc.

If your school has created notification groups you will see these in settings. Simply opt in, to receive notifications from the groups which are of interest to you. This function enables the school to send messages to specific year groups or sports teams for example.

If you experience any problems with the app set up please contact your school, or email [support@myschoolapp.co.uk](mailto:support@myschoolapp.co.uk) telling us which school you are logged into.