

Shelley First School Mobile App – Set up



To set up direct messaging

Top Right corner, you will see a padlock – click on this icon

It will then ask you for your User Name and Password – these have been sent home or are available from the school office.

Once you are logged in the padlock on the home screen/dashboard will appear unlocked.

You are now set up for Direct messaging, which is similar to text service.

Remember – you can use these log in details on multiple smart devices (Phone, tablet) and can be shared with both parents – you will then both receive the messages.

The App will keep you logged in, however, if you don't use the app at all in 30 days, you will be loaged out and will need to loq in aqain.

Features on the App

On the top left corner of the home screen/ dashboard you will see a burger icon (three lines) this takes you to the menu bar where you can access the many useful features of the App.

The 3 important communication areas that school will use for keeping parents updated are:

News – this is a news feed to show parents/ carers a snippet of what is happening in school, this will be a short write up from a trip, about a visitor who has been in school, an assembly, sporting event or a fundraising event. This feed will also feature on the website home page.

Notices – this is a school notice board used for daily notices – these will include reminders or general information. These will be grouped by Whole School, Year Group or Class

Messages – this will appear on the menu bar when you are logged in. This area is unlocked by your user name / password and allows school to contact you in a similar way to the text service, but it will appear to all the devices that are logged in.

Notifications - The app will send a push notification about any new content, but you can customise the notification settings and **opt out** of this for certain features, groups that are not relevant to your family (See groups in Notices). This can be done in the **settings area of the menu**. If you opt out, you will still receive all the content but you won't be sent a notification to alert you to news, notices or messages. A red dot will appear over the app if new content has been added.

Other features on this menu bar include:

Newsletters – these are uploaded monthly and readily available for reference – includes important dates

Calendar – Includes 2 views and this can be synced to your devices calendar

ParentPay – Quick Link to ParentPay Payment system's website

Contacts – This allows you access to email and phone numbers making it easier to get in contact with school.

Maps – This features a google map of where the school is located but we are able to use this feature to give locations for sporting events, residential trips, etc this will hopefully be a really useful tool to help parents.

Links – Quick Links to key websites – Free School Meals, The Cabin, Shelley First School Website.

Gallery – These are the website gallery images

If you need any help with set up or you have any feedback once you start using the App then please contact the school office – use the app contacts to call or

