

3 November 2018

Dear Parents/Carers,

### School communications

I wanted to thank all of you for the fantastic uptake in booking appointments for our parent's evenings, using eSchools. It was very encouraging to know so many of you have been able to log in and make your booking online.

Moving forwards as a school, we will be adopting a paperless approach to communication with parents. In order to better improve communications, reduce paper and printing costs as well as playing our part in becoming more environmentally aware, we will be issuing all future correspondence electronically via eSchools or on the school website. This will therefore be the last paper letter that we issue.

Our communication channels in future are as follows:

- Newsletters – Issued weekly via eSchools 'letters home' and will also be found on the school website.
- Class and whole school letters – Issued via eSchools 'letters home' and will also be available on the school website.
- Event reminders/notifications – Issued via text message using eSchools. Events will also be listed on the website calendar.
- Meals/Clubs/School Trips – To be booked using ParentPay. Consent for trips and clubs will also be submitted online via ParentPay.

To ensure you can receive all relevant communications, we would ask you to check your eSchools account to ensure the correct mobile telephone number and email is held on the system. If incorrect details are not held, you may not receive communications we issue.

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## **eSchools**

eSchools can be accessed via the free app, available for both Android & Apple phones. This app enables you to receive any letters home, text messages and the newsletter direct to your phone. Alternatively, if you do not have a smartphone, eSchools may be accessed via the school website.

To access eSchools via the website:

- Visit our website **www.sandyhill.org.uk**
- Click on the green '**login**' button at the top right of the page
- Enter your username as follows: **firstname.surname**
- Enter your **password**, then '**Enter**'
- You should now be able to view any messages, letters home and parent's evening bookings

To access eSchools via the app:

- Download the free app either from Google Play Store or the Apple Store
- Once installed enter the details as follows:
- Your school: **sandyhill.eschools.co.uk**
- Username: **firstname.surname**
- Password: Enter your **password**

Please be aware that if you are using the eSchools app on your phone, you will need to ensure that both your phone settings and the eSchools settings are set to allow notifications to your mobile, otherwise you will not receive notifications.

If you are having difficulty with your login details (email address, username or password), please contact the school office, who will be happy to assist.

If you do not have access to an electronic device to receive our communications electronically, please contact the school office.

Yours sincerely,

Miss H Bingham  
Head of School