

Letter to parents.

Using the below template, please amend by adding your school name and county where necessary:

Dear Parents/Carers,

We are ensuring our communication with you is easier, quicker and more efficient.

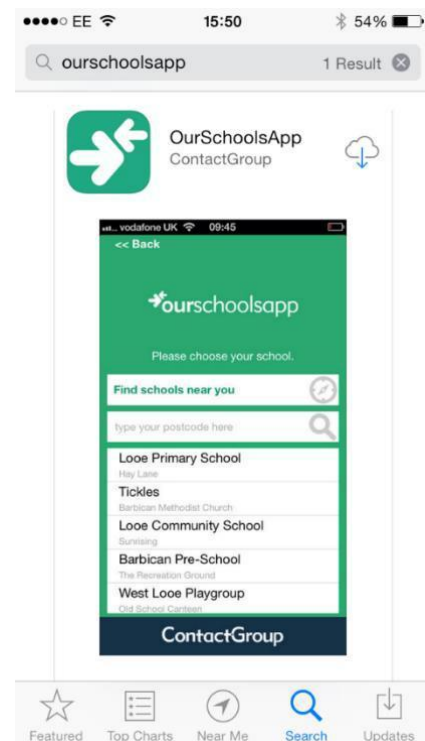
I am pleased to inform you that we have introduced a new app service to the school. OurSchoolsApp is a personalised app for our school and will allow us to keep you all updated with school information, news, calendar events and contact information.

If you have a smartphone (Android or iPhone) you can download OurSchoolsApp from Google Play Android or the Apple Store for FREE. Access is also available on a tablet and iPad by following the same download process.

When we update OurSchoolsApp with new information or news about the school, a push message notification will automatically be sent to your device to inform you of this update. You can then view the notification which will then take you directly to our app.

Instructions for download:

1. Using the relevant device (iPad, iPhone, smart pad, tablet or android phone), search for **'OurSchoolsApp'** on your app store Google play for Android or iTunes for Apple devices.
2. Download the **'APP'**.
3. In the search bar in the **'APP'** put the postcode of or the name of the school.
4. Hit the search button.
5. Once you see the school name displayed, just touch the screen on the school name.
6. Confirm your choice by pressing OK.
7. You will now be presented with the **'APP'** for the school which contains news, information, calendar events, contacts and any other relevant details.



If you do not have a smartphone you can still view the app and the information online at www.OurSchoolsApp.com.

