

Contact Group

OurSchoolsApp For Parents

Help guide version 1.0

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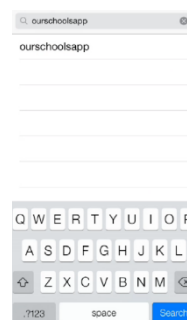
Introduction

OurSchoolsApp is an innovative tool to improve school > parent communication, by allowing schools to cascade information rapidly to parents, quickly and easily. The system has been designed to be simple – both for the school and for the parents.

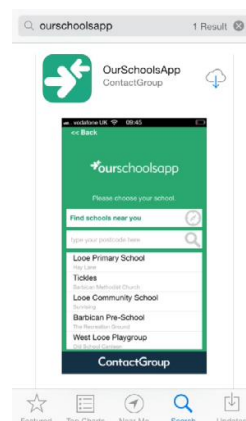
Below is a brief guide on how to install and use the app.

How to install the app on your Apple device

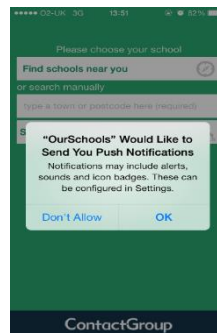
1. Go to the '**App Store**'.
2. Search for '**Ourschoolsapp**' in the search bar.



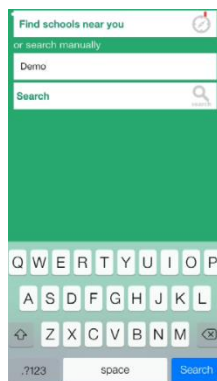
3. Press '**Install**' and open the app.



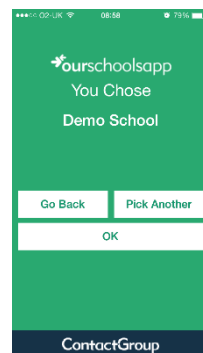
4. Push notifications are a good way to keep up to date with new information from the school.
Press '**OK**' to accept or '**Don't Allow**' to stop notifications. This can be changed afterwards.



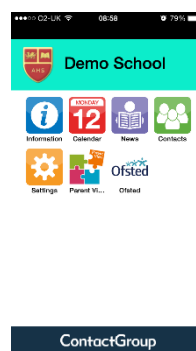
5. Search for your school by selecting either '**Find schools near you**', '**postcode**' or by '**school name**'.



6. Press '**OK**'.



7. Your school app is **now installed** on your **Apple device**.



Notification settings for Apple devices

1. Go to 'Ourschoolsapp'

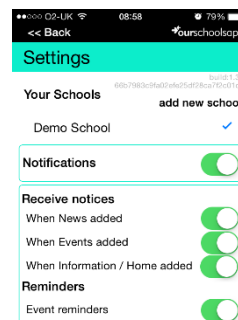


2. Click 'Settings'.



3. The settings page allows you to control which notifications you will receive from the school.

(On – green light / Off– no light)



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Calendar settings for Apple devices

1. Access the calendar within the app.

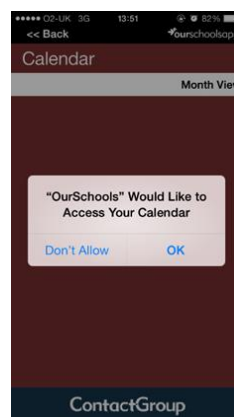


2. The first time the calendar is opened, you will be prompted for the app to access your iPhone calendar.

Press '**OK**' if you would like the app to access your calendar.

Press '**Don't Allow**' if you don't want the events saved on your iPhone calendar.

(Please note if you press '**Don't Allow**' you will not see any events on the app calendar).

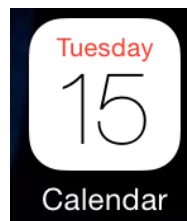


3. If you have selected 'Don't Allow', but then decided to view the events; you can **enable the calendar** again by going to, Settings > Privacy > Calendar > Our Schools > Enable.

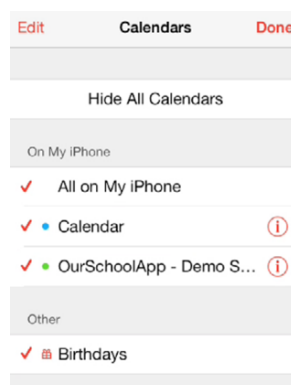


How to delete the OurSchoolsApp calendar from the Apple calendar

1. Go to your **calendar**.



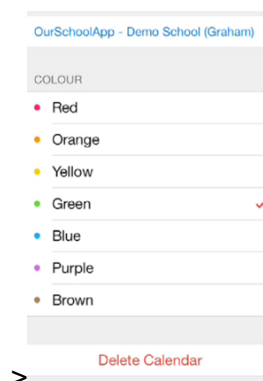
2. Look for **OurSchoolsApp**.



3. Press the **information icon**. (i)



4. Press '**Delete Calendar**'.

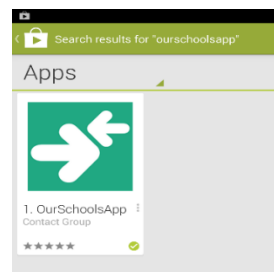


How to install the app on your Android device

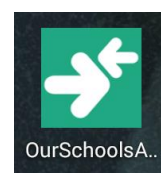
1. Go to **'Play Store'**.



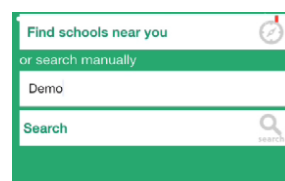
2. Search for **'OurSchoolsApp'** in the search bar.



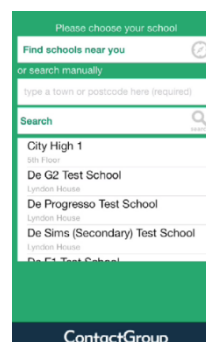
3. Once installed, open the app.



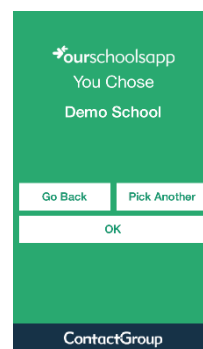
4. Search for your school by selecting either **'Find schools near you'**, **'postcode'** or by **'school name'**.



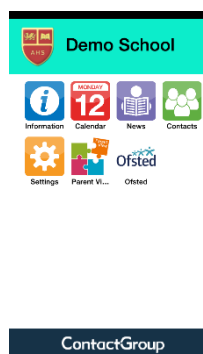
5. Select your school.



6. Press 'OK'.



7. Your school app is **now installed** on your **Android device**.



Notification settings for Android devices

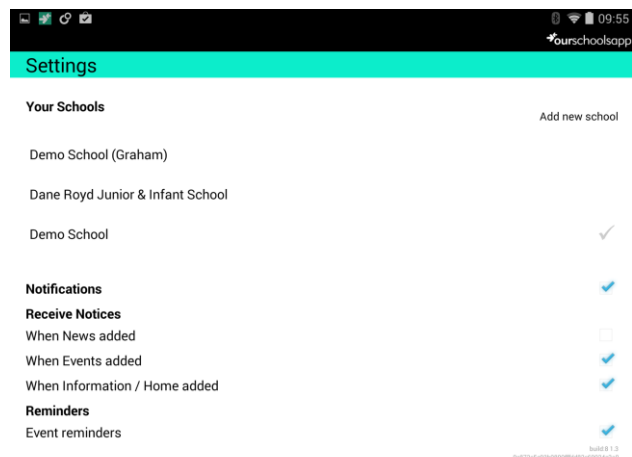
1. Go to '**Ourschoolsapp**'.



2. Click '**Settings**'.



3. The 'Settings' page allows you control what notification you will receive from the school.



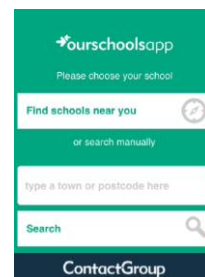
How to access other internet enabled devices (Non Apple or Android)

1. Open your mobile internet browser.

Put this address in to your browser

www.ourschoolsapp.com/m

2. Search for your school by selecting either '**Find schools near you**', '**postcode**' or by '**school name**'.



3. The school home screen will appear.

