



Church of England School
Headteacher: Mr A J Wilcock MA (Cantab)

26th May, 2016

Dear Parent/Carer,

NEW School News App trial

We frequently update our school website throughout the school year to bring you the latest school news, events and important information affecting you. To make it even easier to access this information, we are pleased to announce the launch of a mobile and tablet app which we will be trialling until the end of June. You can download the app for free from the iOS and Google Play App Stores, simply go to the respective app store and search for 'School News'. Once the app has been downloaded, simply enter our school postcode to subscribe to updates and opt into push notifications, allowing you to receive instant updates on important news, such as school closures, exams and sporting events.

What's good about our School News App:

- **Get push notifications to your phone as news happens.** In the event of a snow day, or unexpected school closure, you'll receive a notification straight to your mobile device explaining what's happening and when we think the school will reopen.
- **Quickly check timings for events.** Keep up to date with the latest school dates, term times and key events directly from within the app.
- **Feel better connected.** With photo galleries and news items, our new School News App will help bring you even closer to what's happening at our school.
- **Import events in to your device calendar.** The new School News App allows you to import events straight into your device calendar so you can check for clashes and set reminders for upcoming important events.
- **Contact the school directly through the App.** Need to get in touch? You'll find all the details you'll need in the App.
- **Multiple schools supported through the App.** This option is only available for schools that currently have their website with a company called 'e4education', who are our website providers.

The following page contains a short guide on how to download and use the School News App. If you require any more information, please get in touch or visit our school website for more information, select the 'News & Events' tab and go to the 'School News App' page.

As this is a trial we would really appreciate your feedback on this new service so please email the school office with your comments.

Yours faithfully,

M. Faley

Mrs Maria Faley
 Operations Manager



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Want to download the News and Events App for your school, or need to set up push notifications? This short guide outlines everything you need to know.



How to download the News and Events App.

App Store

iOS

- 1 If you haven't already, set up an Apple log in.
- 2 Open the App Store.
- 3 Search for 'School News'. The icon is shown above.
- 4 Select 'Free' to start to the download. The app should now appear on your device.

Google Play

Android

- 1 If you haven't already, set up a Google Play Account.
- 2 Open the Google Play Store app.
- 3 Search for 'School News'. The icon is shown above.
- 4 Select 'install' to start the download. The app should now appear on your device.

Phone Store

Windows

- 1 If you haven't already, set up a Microsoft account.
- 2 Open the Windows Phone Store app.
- 3 Search for 'School News'. The icon is shown above.
- 4 Select 'install' to start the download. The app should now appear on your device.

Push notifications.

App Store

iOS

To turn on notifications for the School News app, follow this sequence:

- 1 Select Settings > Notifications > Select 'School News'.
- 2 Configure the app to the style of notifications you wish to receive.

Google Play

Android

To turn on notifications for the School News app, follow this sequence:

- 1 Select Settings > Sounds + Notifications > Application Notification > select 'School News'.
- 2 Configure the app to the style of notifications you wish to receive.

Phone Store

Windows

To turn on notifications for the School News app, follow this sequence:

- 1 Select Settings > Notifications + Actions > select 'School News'.
- 2 Configure the app to the style of notifications you wish to receive.

Using the School News app.

Adding a school to your app

- 1 Once in the app, select 'Find my school'.
- 2 Search is available from your current location, or the postcode of your school.
- 3 Search by location: You must have enabled search to use this option. This feature searches for schools near you, within a 10 mile radius.
- 4 Select 'Free' to start to the download. The app should now appear on your device.

Adding events to your calendar

- 1 Select the 'Events' tab inside the app.
- 2 Select detailed view on an individual event.
- 3 Select 'Add to my calendar'.
- 4 Edit appropriate reminder dates for this event.

Contacting the school

- 1 Select the 'Contact' tab from within the school view.
- 2 Information featured here includes the school's location, web address, email, and phone number.
- 3 Here, you can view important information, and contact the school directly.

