

**Our New School App**

Dear Parents/Guardians,

This week we are launching our new school app and we hope that you will all be as pleased with it as we are. The app, we feel, will play a significant role particularly as we make our plans for what school life will look like in the future. Our texting service is an excellent method of communication, but it is very restrictive for us in terms of its use. We envisage that our app will become our main method of communication with you all in the future, allowing us more freedom to keep you all informed about what is happening at school. This, as we all know is particularly important during the current health pandemic. Our plan is to also use the app in many other ways, such as being able to make payments electronically, all of which we hope will play its part in preventing a potential spread of Covid-19. It is vital that at least one parent/guardian downloads the app, but of course we would encourage all parents/guardians to have access to it. This means that we can keep in touch with you all regarding any upcoming aspects of school life you need to know about. We hope you will join us in this new venture.

**How do I get the app?**

Go to the App Store / Google Play or wherever you normally download your apps to your smart phone. Search for st moninnas ps (no full stops of punctuation for the search). Once you have downloaded the app you will need the password. The password is 11111. Allow notifications. Select which year groups your children are in which will mean you may receive messages about those year groups, proceed and join. You will be able to change the year groups in September when your children move to their new teachers. We will let you know how to do this in the new school year.

Click on 3 horizontal lines in the top left hand corner of the screen which has our logo on it. This is the Menu Area. Click on ‘Newsroom’.. click on ‘Sign Up’… Enter your name, create a username for yourself, enter an email address and create a password. This area will in the future save anything you may send to the school e.g. if you fill out any forms through the app, these will automatically be stored in this area for you as a record of what you sent and when. Please safely store your username and password for future reference. It is also important that you go to the ‘Forms’ section and complete the ‘App Verification Form’. This is a very quick process and verifies you – in case we want to electronically send you any information in the future which relates only to your child/children. All information you provide is secure and not accessed by anyone else.

On your phone, we would suggest moving your St. Moninna’s app icon to a position on your phone screen which is beside your text message icon (if you can do this) If you receive a message from the school, it will appear in a number over the face of the St. Moninna’s app e.g. if we send you 1 message, there will be a red 1 on your app to notify you that you have 1 message from the school. Open your app, select the 3 horizontal lines (Menu Area) and select notifications/messages from school. The most recent message will appear at the top of your notifications. We will test the notification function in the near future when you all have had a chance to sign up. You can refresh the app at any stage by selecting ‘info’ and clicking on the curved arrow in the top right hand corner.

You will notice there are other areas within the app that are currently under construction, such as the Cashless Bookings section. This will give you an idea of how you might in the future book your child’s after school slots for example. For now, this is only an example and it is not possible to book any slots in advance.

We hope that you have found the sign up process straight forward and that you all now have access to our new and wonderful app.

If you have any queries in relation to the app, please contact me at [mmurtagh697@c2kni.net](mailto:mmurtagh697@c2kni.net)

Yours Sincerely

Mr. M. Murtagh