

## **Ways we communicate:**

At Twineham we communicate by emails and texts via Parentmail and eschools.

At present we send out letters using both systems. From July we will stop using Parentmail.

Please if not done so already pick up your passwords for eschools from the school office.

For those of you that have picked them up you would have received a username and a password for each parent and a separate one for your child. **All of these passwords need to be kept.**

Although letters and text messages will be received automatically to your phone or home computer you will still need to regularly check you eschools account for homework and other information from your child's class.

Copies of messages or letters are also stored for you to refer back to at a later date.

Please use the Calendar through the website. At present dates have not been pulled across to show in your personal account – we will be looking into this.

## **Features available**

When you are logged in you will have access to the following:

**Attendance:** View your child's attendance for the current academic year.

**Letters home:** You will have access to all current and previous letters sent through the eSchools platform.

**Events:** Keep updated on all school events and events related to your child.

**Classes:** View your child's class page to keep up to date with what's going on in class.

**Homework:** View any homework that has been assigned to your child. Look at teacher feedback on completed homework.

**Settings:** The cog icon in the top right corner will enable you to change your password and even choose your own background theme!

## **Communication tools**

eSchools provides us with various ways to communicate with parents including email, text messages, and a new mobile app which allows you to view your child's attendance, any letters home and notifications from the school .

Search 'eSchools' to find the free app in either the Apple App Store (iPhone) or Google Play (Android) and use your login details above. In order to display alerts from the app on your lock screen please make sure you've selected the correct notification settings.

If you're not receiving emails from the school please remember to check your spam folder before contacting the school. If you click the 'unsubscribe' link you will no longer receive



email updates so avoid clicking this link if you would like to continue to receive email communication from the school. Do continue to check the school website regularly for newsletters, club updates and new photos etc.

### **Parents Evening Booking System**

This can be used to book your parents evening appointments through eSchools. When a parent evening is upcoming you will be designated a booking window. During this time you will be able to select which available appointment you would like to book and then generate a printable report if you wish to print confirmation of your booking.



Emails from the school will get to the parents in three ways wherever possible - it will go directly to their main email inbox (hotmail, gmail etc) using the email address that is in SIMS, it will go to a smart phone if the Parent app has been downloaded and it will go to the platform where they will need to login with their username and password to see it. These emails are found under the 'Letters Home' tab - So there is no need to log in to the platform every day to check for sent emails, however it is advised to log in on a regular basis to see changes to classes and any new homework set for your child.

Please note on a computer / laptop attendance displays percentages at present from September. On the app that can be downloaded to a phone displays the current month view (rather than overall attendance from September). This has been designed in this way to give parents a quick current view when on the move rather than an overall view. From the app, you can still drill down into previous months to see attendance.

The Parent App does not encompass the whole platform, but it does give access to communication notifications. On the App you can see texts and emails and attendance only; on the desktop platform you can see the rest of the functions. The app is currently going through an overhaul to encompass more functions but for now, the current app is a scaled down version of the parent platform.

Please feel free to view videos below which explain in detail which functions are available to parents and the app:

Parent App: <https://www.youtube.com/watch?v=LW7omfZ2Ffo>

Parent Functions: [https://www.youtube.com/watch?v=WuXVLOH\\_pBM](https://www.youtube.com/watch?v=WuXVLOH_pBM)