



OVERVIEW

Personalised App

- Your main touch point with the school - St. Andrew's College App will be used for ALL main school communications.

Registration Process

- Parents – Verify email and mobile number
- Students – Verify email

Verification Process

- Parents & Students are matched to the schools MIS system for verification. Only verified App users can gain access to App information/functions

Communications

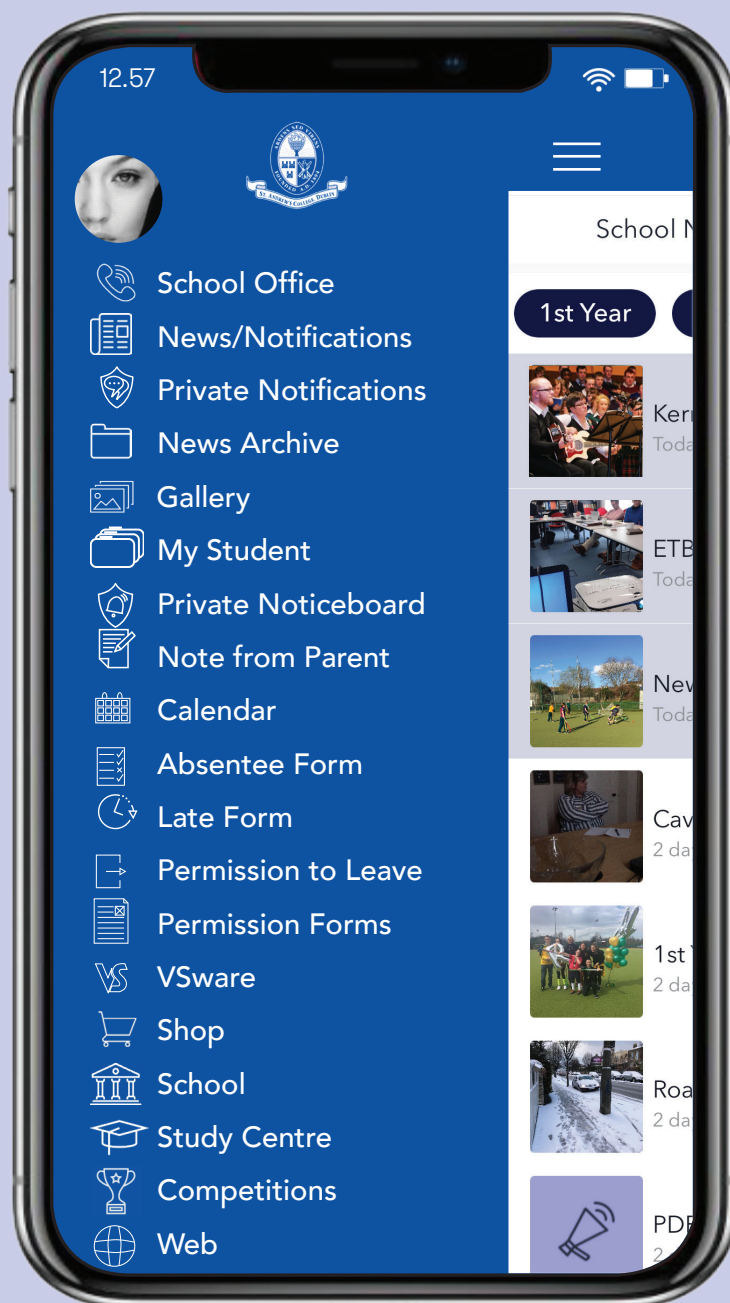
- Personal Notifications
- Private Group Messaging
- Alerted News & Notifications
- Archived News & Notifications
- Calendar
- Gallery

Parental Student Functions

- Note from Parent
- Absentee reporting
- Late Form
- Permission to Leave Early
- Consent Forms
- Seamless Access to third party systems (eg VShare, ePortal)

Third Party Integration

- Bookstore with full history of items purchased
- Link to the school Uniform supplier making in-App ordering quick and easy.



DOWNLOAD AND SETUP YOUR APP

1. DOWNLOAD YOUR APP

Search for:

'St. Andrew's College' in –



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DIARY PRODUCTIONS LIMITED



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UNIQUE PUBLISHING

2. ALLOW PUSH NOTIFICATIONS



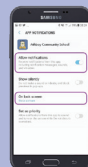
1. Open Settings



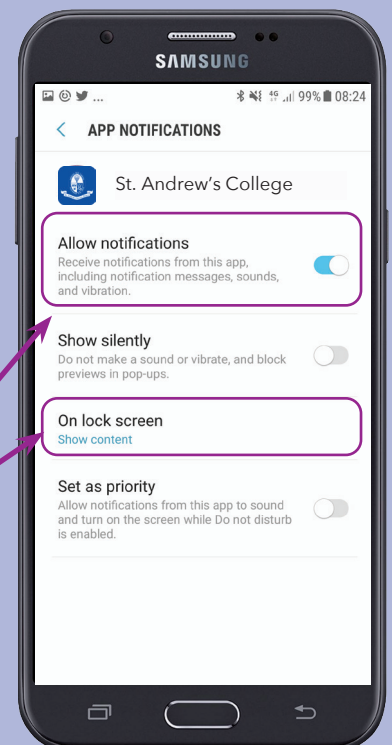
2. Open
Notification
Centre



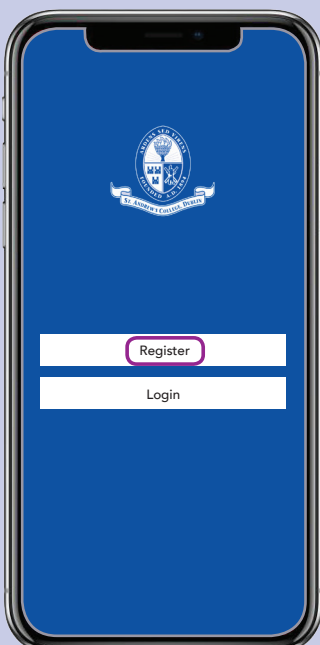
3. Select School
App icon



4. Select
preferences as
shown



3. REGISTER



When entering your Registration Details, please ensure that your name, email and mobile number (*students do not enter mobile number) entered on the App correspond with the details the school holds for you on our internal administration system.

Use any password of your choice.

REGISTRATION

Click button to set your school connection as:

- Student
- Parent/Guardian
- Teacher/Staff
- Parent/Guardian & Teacher/Staff



PARENT/GUARDIAN REGISTRATION

1. Input your mobile number
(**check Country Code is correctly set**)

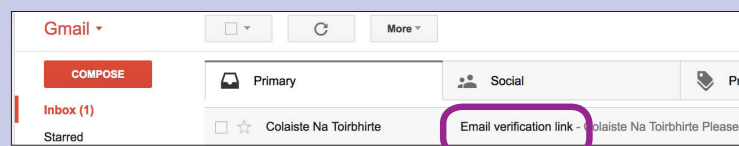
2. Enter OTP code that will be sent to your phone]

3. Confirm match with school's database record for your son(s)/daughter(s)

4. Enter email address

5. Login

6. Verify – a verification email will be sent to your email.



Please click on button below to verify your email address.

[Verify Email](#)

If you have not requested this verification email then please click on this link. [Report](#)

Click '[Verify Email](#)' in the email

Can't find the verification email? – [Check your junk mail](#)

NB: As Parents have access to Student Reports, Absence and Permission forms, etc, it is essential that you keep your APP PASSWORD private.

STUDENT REGISTRATION

1. Input your PARENT'S mobile number (**check Country Code is correctly set**)

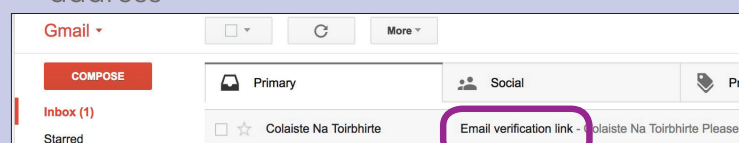
2. Enter OTP code that will be sent to your PARENT'S phone)

3. Confirm match with your parent name and your name

4. Enter YOUR OWN email address

5. Login

6. Verify – a verification email will be sent to YOUR email.



Please click on button below to verify your email address.

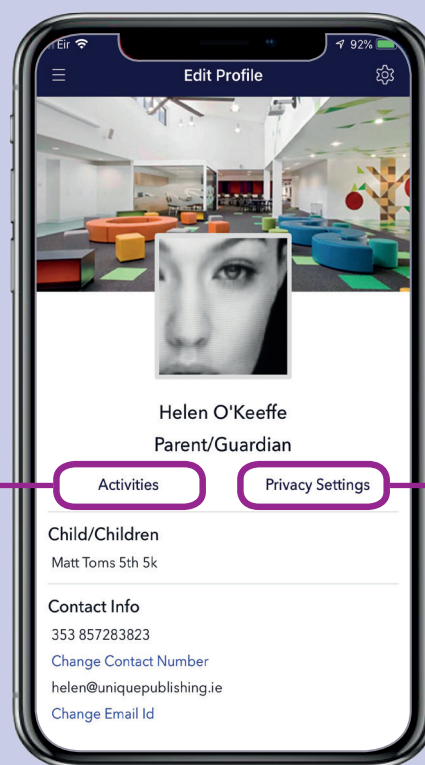
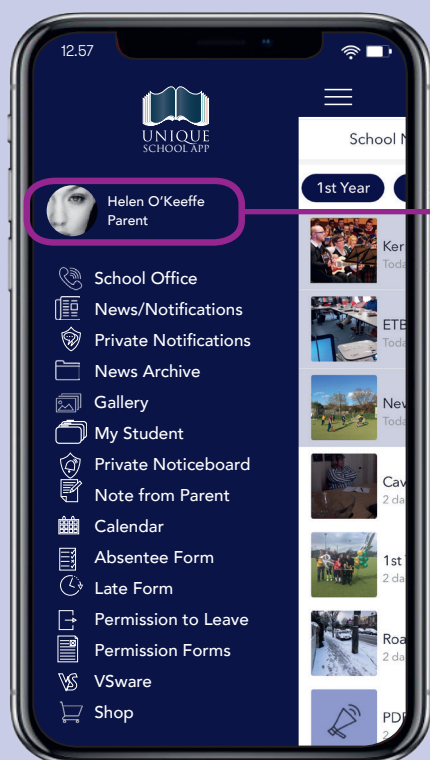
[Verify Email](#)

If you have not requested this verification email then please click on this link. [Report](#)

Click '[Verify Email](#)' in the email

Can't find the verification email? – [Check your junk mail](#)

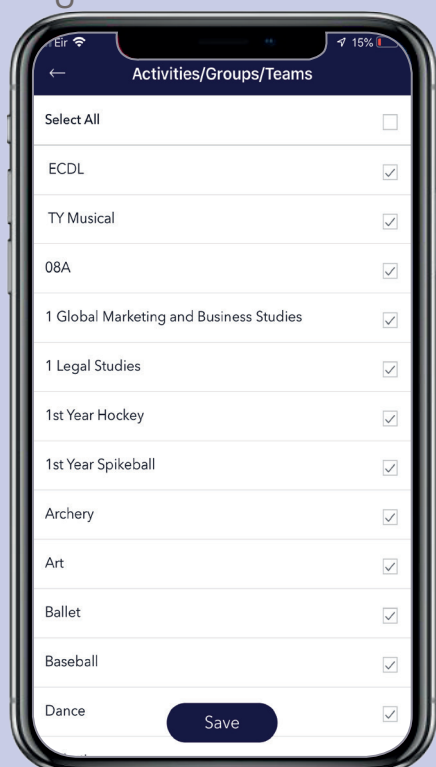
EDIT PROFILE



PROFILE ACTIVITIES

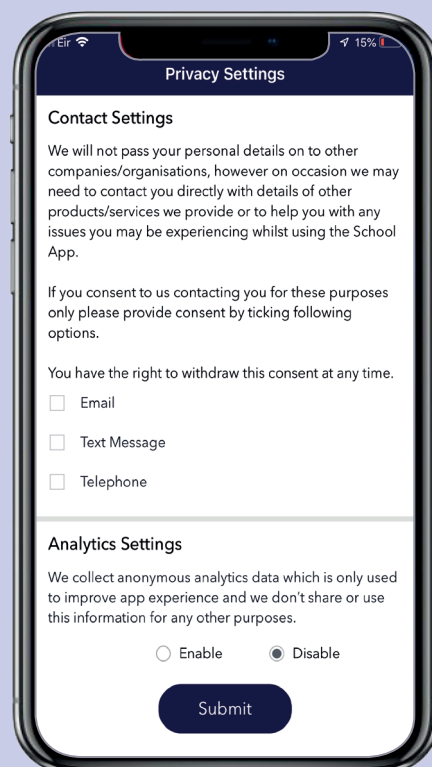
Select the **Activities** for which you wish to receive Alerted Notifications.

By default all Activities are selected, so click off any that are not relevant to you.



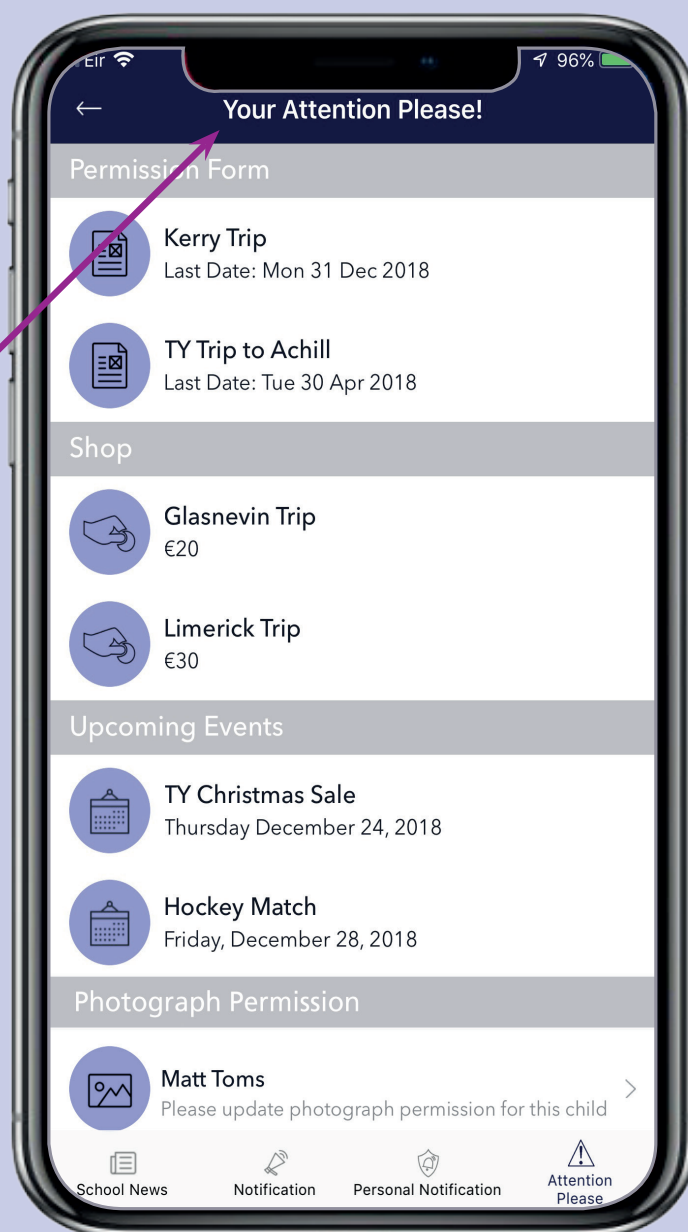
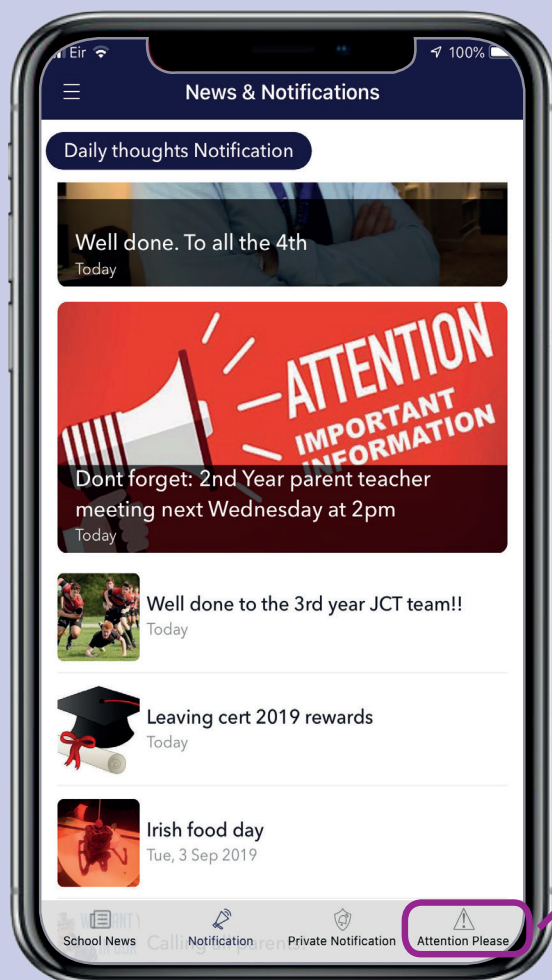
PRIVACY SETTINGS

Enter/update **contact consent** settings and analytic data.



DASHBOARD ALERTS

Your App will open on the News & Notifications page. See 'Attention Please' on the bottom strap for a list of reminders about forms and permissions you need to submit, plus payments you need to make.



MY STUDENT

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← My Student

Matt Toms
5th (5k)

Absence Information

Total absent days	Last absent date
0	N/A

Medical Info Update

Last updated on	Medical form status
Wed, 17 Jul 2019	Incomplete

Picture Permission

Turn on or off this option to allow/deny school to use your child's picture/video in the school's promotional publications.

☐ Allow ☐ Deny

Shows number of Absentee Forms submitted and Last Absent Date

Enter/update Medical Information for your student

Grant/deny permission for use of your student's picture/video in school's promotional publications

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← Medical Form

The following information must be supplied to the school so we can ensure the highest level of care for your son/daughter. If during the course of the school year your child becomes ill or is receiving medical attention and/or medication, please inform the school as soon as possible.

Matt Toms

Emergency Contact 1

Contact Name
Marian

Contact Mobile Number
+353851231234

Emergency Contact 2

Contact Name
Jennie

Contact Mobile Number
+353851234567

Family Doctor

Name

Address

Mobile No.

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← Medical Form

Medical Insurance/ Medical Card No

Medical Insurer

Medical Insurance No.

Medical Card No.

Current and Past Medical Info

• Disability Information

☐ No Disability

☐ Problems with ASD/Asperger's

☐ Problems with Communication

☐ Problems with Consciousness

☐ Problems with Palliative Care needs

☐ Problems with Eating and Drinking

☐ Problems with hand function

☐ Problems with hearing

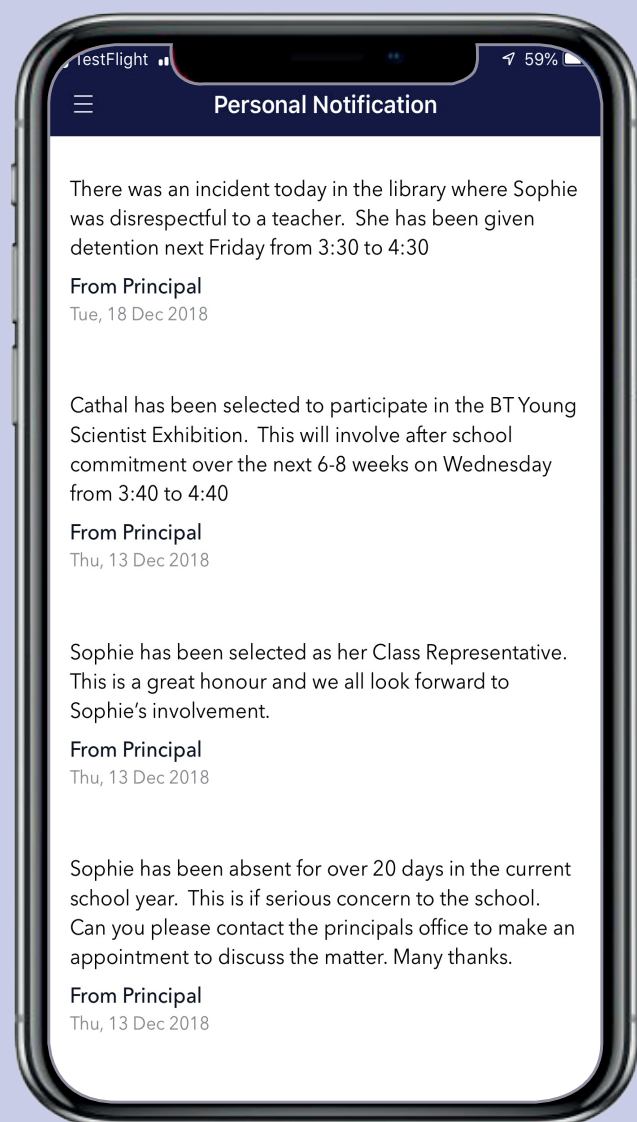
☐ Problems with incontinence

PRIVATE COMMUNICATIONS

No more Whats App!

Personal Notification

School can send private messages to individual parents.



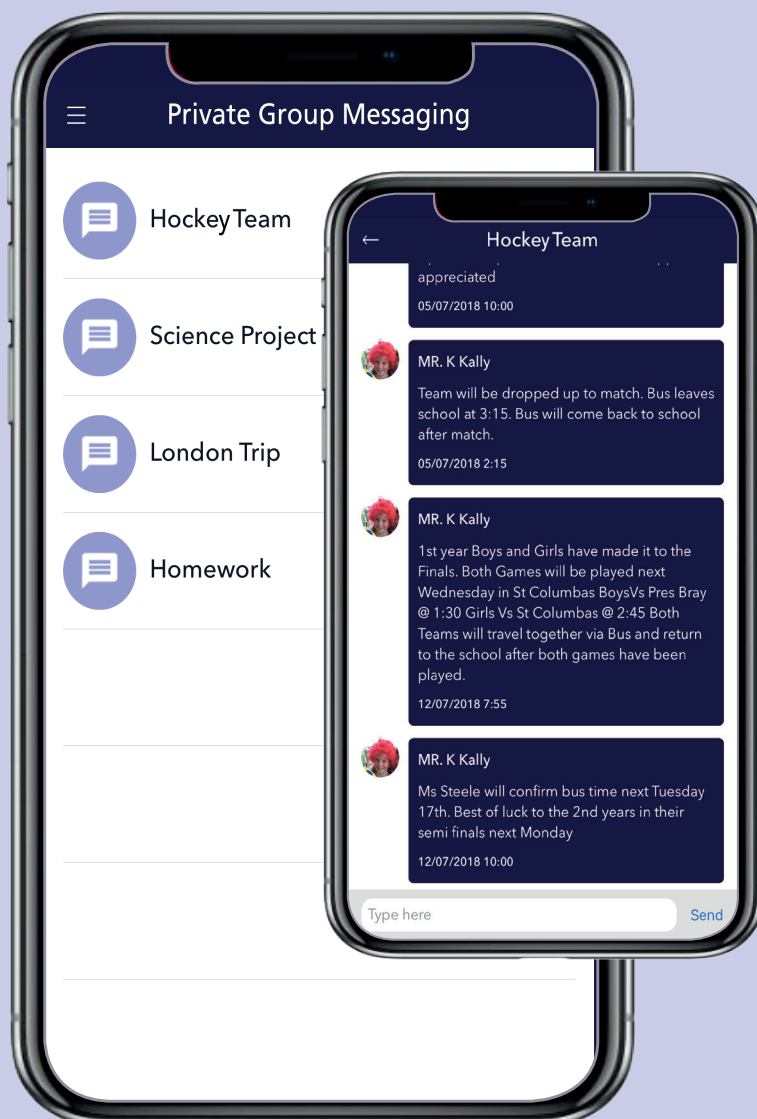
Private Group Messaging

Teachers & coaches can set up Groups for teams or activities. The teachers will then invite students and/or parents to the Group and only those who are invited can participate.

It allows for two way communications. So a coach can announce a match is taking place and a student can reply that they are available to play.

All conversations are recorded and cannot be deleted. This provides a fully secure, private space for communications which is controlled and overseen by the school.

Display name only is visible, email address and mobile numbers are not displayed.

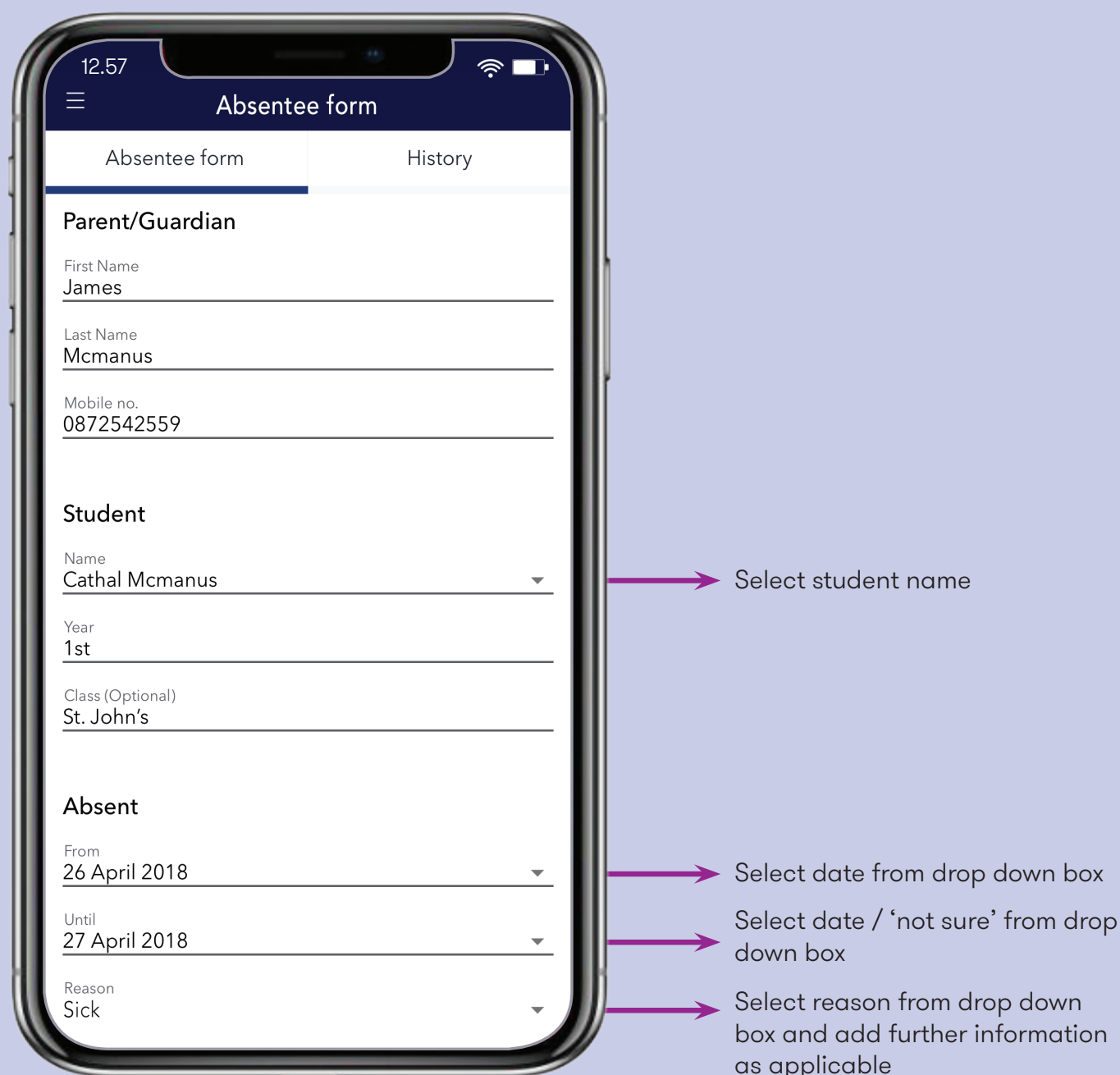


ABSENTEE FORMS

Parents must use the Absentee Form in the App to report their student's absence to the school. This must be done on the date(s) of the absence.

Only parents who have been appropriately confirmed by the school can submit absences. You will also receive a confirmation email to your verified email address when you submit an absence.

The App also contains a full history of every Absentee Form submitted for your student. This history cannot be deleted by the App user.



The screenshot shows the 'Absentee form' app interface on a smartphone. The status bar at the top shows the time 12:57, signal strength, and battery level. The app title 'Absentee form' is centered at the top. Below the title are two tabs: 'Absentee form' (selected) and 'History'. The form is divided into three main sections: 'Parent/Guardian', 'Student', and 'Absent'. Each section contains input fields for personal information, with some fields being dropdown menus. Three purple arrows point from the right side of the phone to specific fields: the first points to the 'Name' dropdown in the 'Student' section, the second points to the 'From' date dropdown in the 'Absent' section, and the third points to the 'Reason' dropdown in the 'Absent' section.

Parent/Guardian

First Name
James

Last Name
Mcmanus

Mobile no.
0872542559

Student

Name
Cathal Mcmanus

Year
1st

Class (Optional)
St. John's

Absent

From
26 April 2018

Until
27 April 2018

Reason
Sick

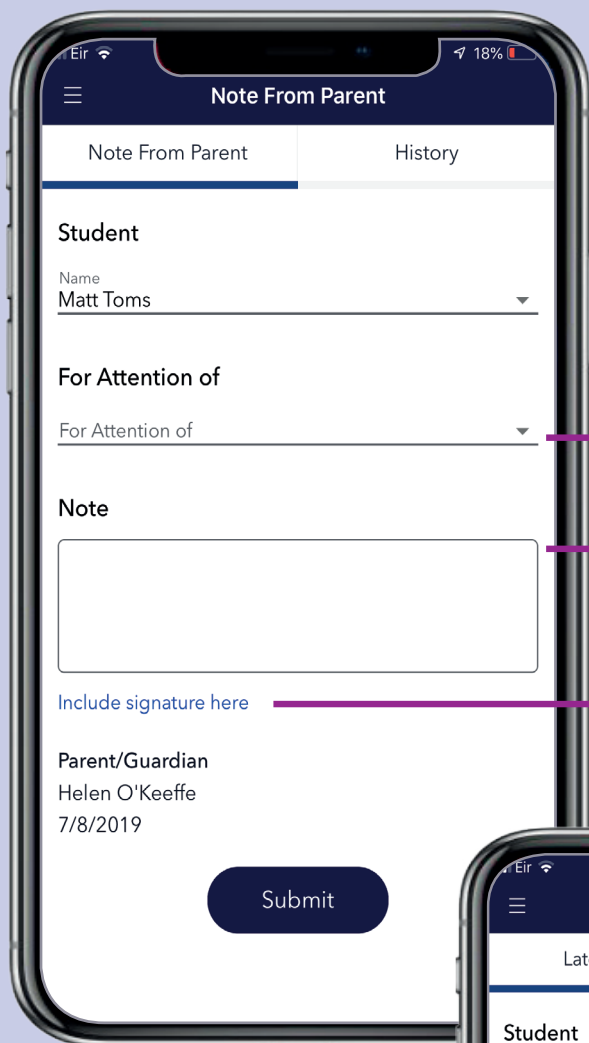
Select student name

Select date from drop down box

Select date / 'not sure' from drop down box

Select reason from drop down box and add further information as applicable

NOTE FROM PARENT & LATE FORM

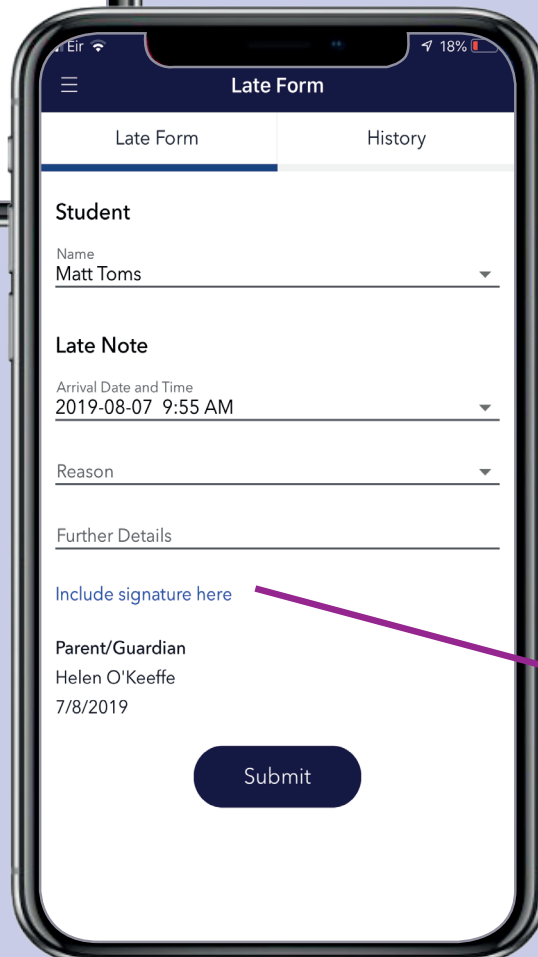


The 'Note From Parent' app interface is shown on a smartphone. It features a dark blue header with a hamburger menu icon and the title 'Note From Parent'. Below the header are two tabs: 'Note From Parent' (active) and 'History'. The main form area is white and contains the following sections: 'Student' with a 'Name' dropdown menu showing 'Matt Toms'; 'For Attention of' with a dropdown menu showing 'For Attention of'; a large text area for the 'Note'; a blue link 'Include signature here'; and a 'Parent/Guardian' section with the text 'Helen O'Keeffe' and '7/8/2019'. At the bottom is a dark blue 'Submit' button.

→ Select recipient from drop down list

→ Type in custom note

→ Click & sign using your finger



The 'Late Form' app interface is shown on a smartphone. It features a dark blue header with a hamburger menu icon and the title 'Late Form'. Below the header are two tabs: 'Late Form' (active) and 'History'. The main form area is white and contains the following sections: 'Student' with a 'Name' dropdown menu showing 'Matt Toms'; 'Late Note' with an 'Arrival Date and Time' dropdown menu showing '2019-08-07 9:55 AM'; a 'Reason' dropdown menu; a text area for 'Further Details'; a blue link 'Include signature here'; and a 'Parent/Guardian' section with the text 'Helen O'Keeffe' and '7/8/2019'. At the bottom is a dark blue 'Submit' button.

→ Select reason from drop down list

→ Type in further details as necessary

→ Click & sign using your finger

PERMISSION TO LEAVE EARLY

Parents must use the Permission to Leave Early in the App to notify the school that their student needs to leave (and return to) the school early. This must be done on the day in question. The student can then excuse themselves from class and the teacher can view the relevant Permission Note in their Teacher App. Only parents who have been appropriately confirmed by the school can submit Permission forms.

You will receive a confirmation email to your verified email address when you submit a form. The App also contains a full history of every Form sent for that device. This history cannot be deleted by the App user. A student will still need to be signed out from the school in the normal manner.

Permission To Leave

Permission To Leave History

Current timezone: GMT+0100 (IST)

Student

Name
Sophie Mcmanus

Year
2nd

Class (Optional)
St. John's

Leave Info

From
2018-04-26 6:51 AM

Until
2018-04-26 11:57 AM

Reason
Medical

Further Details
Dentist

Submit

Permission to Leave

Permission To Leave History

Current timezone: GMT+0100 (IST)

Sent on Thu, 26 Apr 2018

Student Name Sophie Mcmanus

Reason Medical

Departure Time Thu, 26 Apr 2018 7:51 AM

Return Time Thu, 26 Apr 2018 12:57 PM

Year 2nd

Class St. John's

Details

Dentist

Sent on Mon, 23 Apr 2018

Student Name Cathal Mcmanus

Reason Medical

Departure Time Mon, 23 Apr 2018 4:32 PM

Return Time Mon, 23 Apr 2018 5:43 PM

Year 1st

Class N/A

Details

Dentist

Sent on Wed, 7 Mar 2018

Student Name Sophie Mcmanus

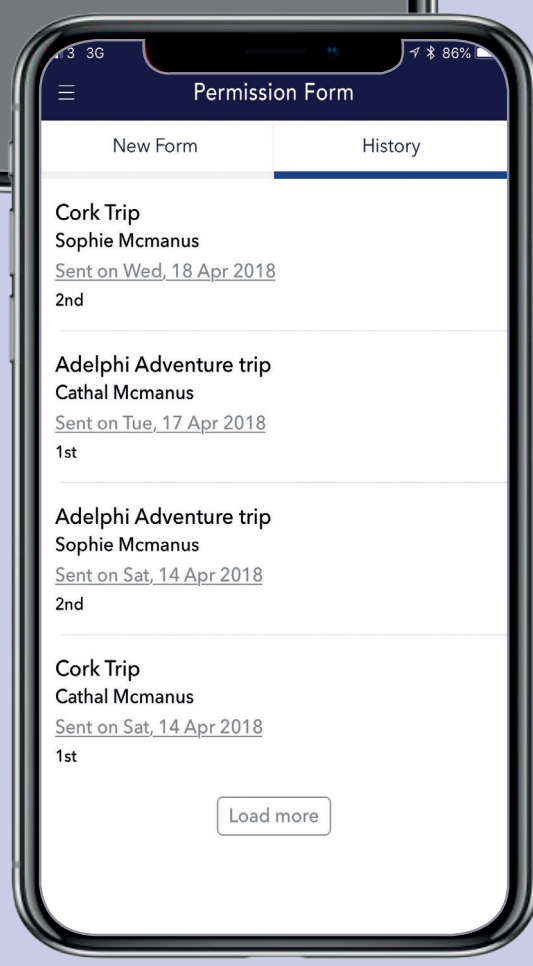
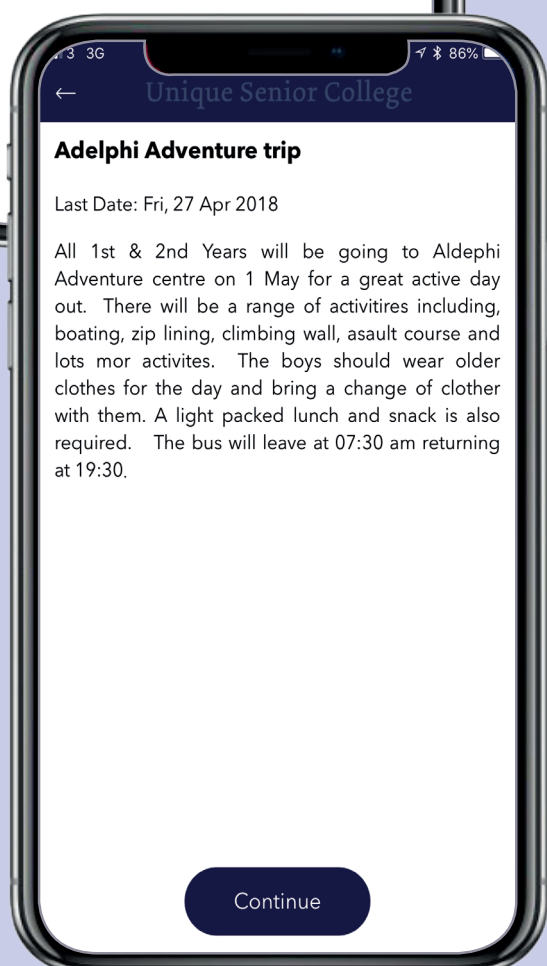
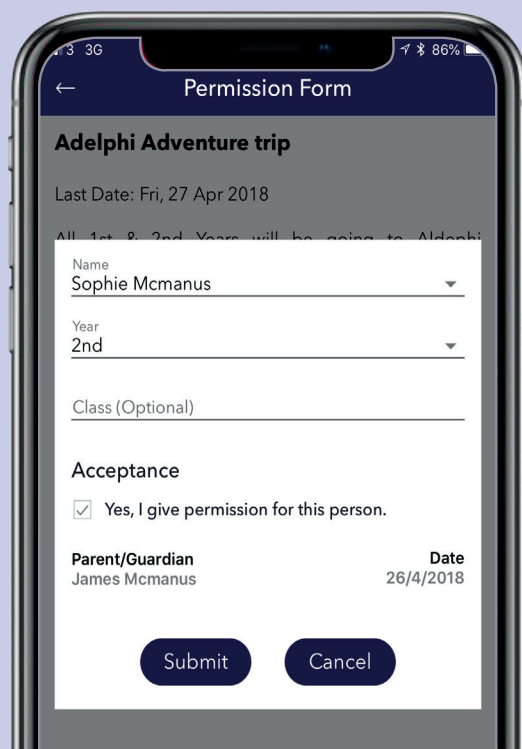
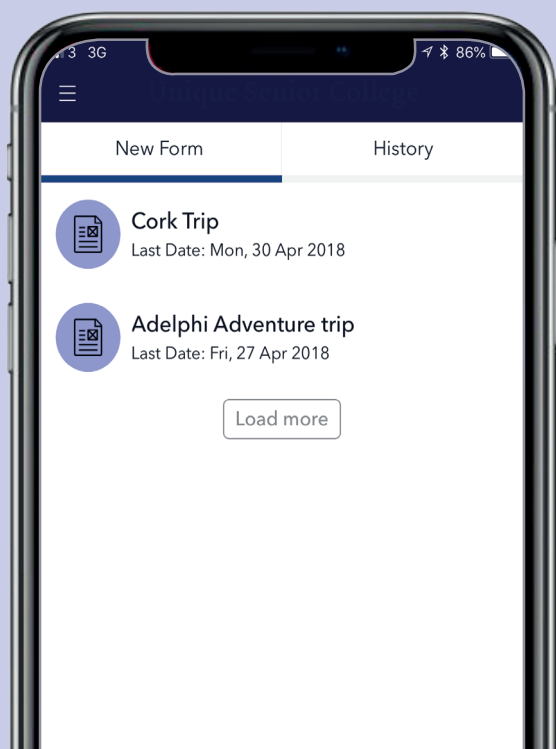
Reason Sick

Departure Time Wed, 7 Mar 2018 6:41 AM

Return Time Wed, 7 Mar 2018 7:42 AM

PERMISSION FORMS

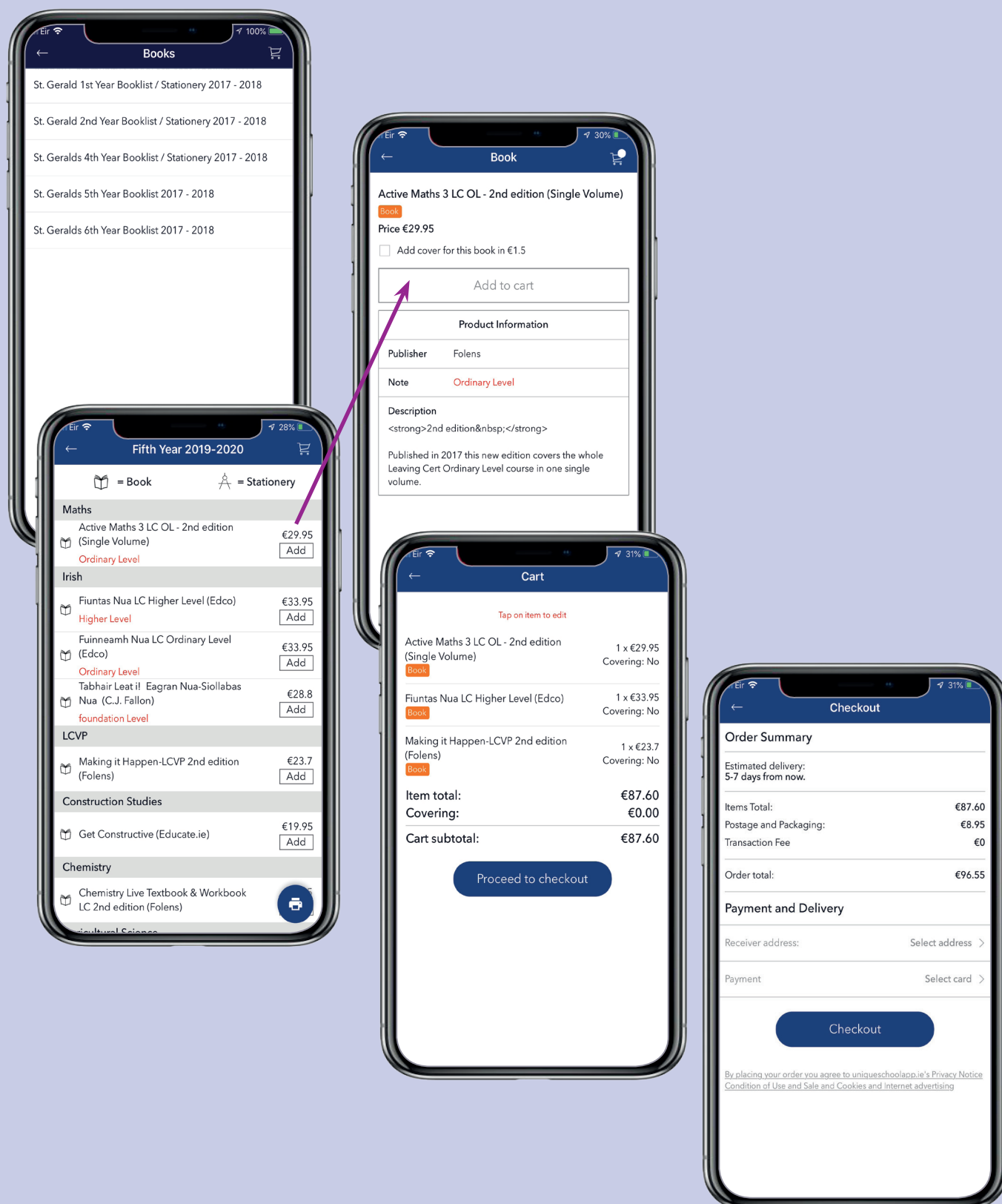
Parents will receive a Form in the App when the school needs permission for the students to attend a trip or event. These forms can be quickly and seamlessly returned.



SHOP – BOOKSTORE

View or print booklists and purchase books in-app.

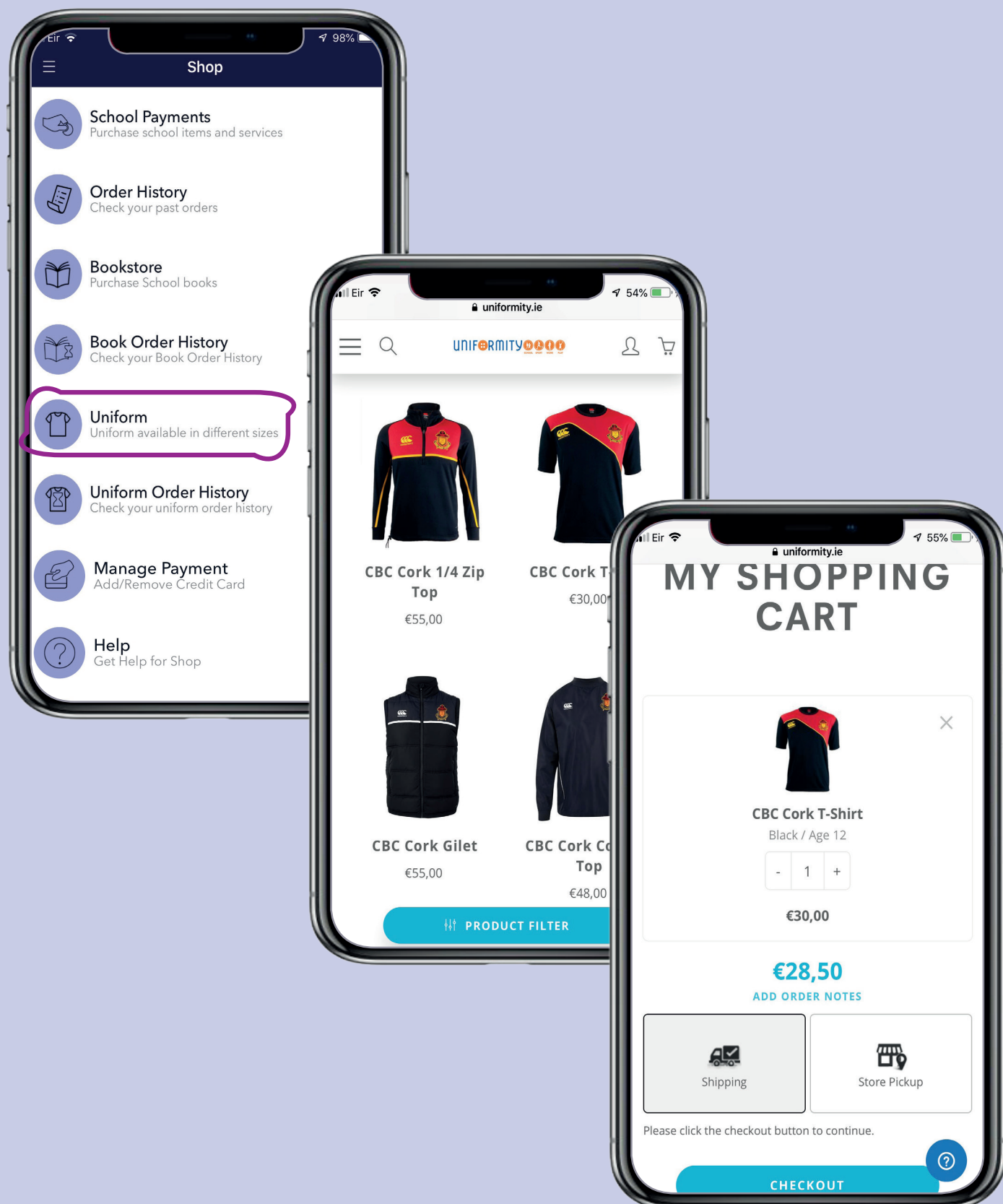
A full history of purchases can be viewed.



SHOP – UNIFORM

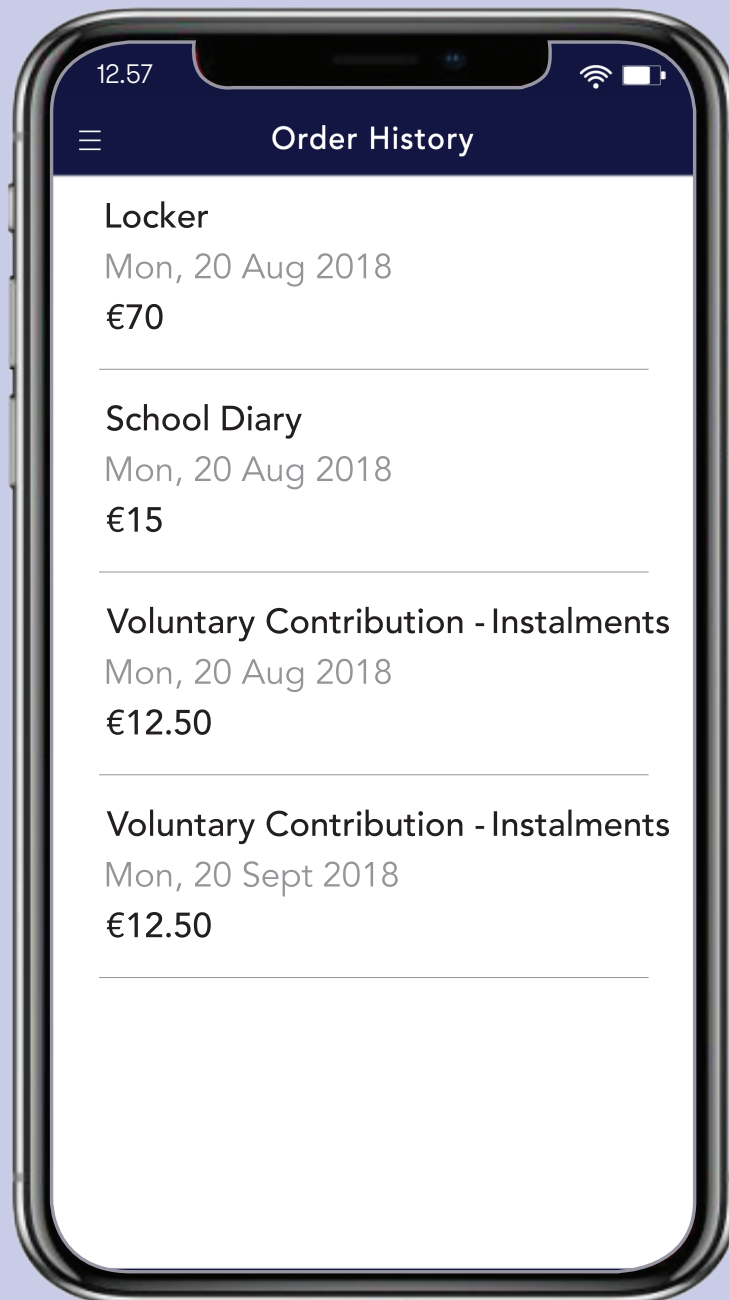
Make in-app purchases of uniform from school supplier.

A full history of purchases can be viewed.



ORDER HISTORY

Your order history for Books and Uniform can be viewed in-app so that you can easily keep track of your payments and purchases. You will also receive email confirmation of your transaction.



ST. ANDREW'S COLLEGE APP

