


Dear Parent/Carer,

Oakgrove IPSN are excited to launch our own new personalised school app. It is our goal over the next year to go paperless. We will be using the school app to post notifications, messages, events, letters and school trip permission letters for you to access.

We are asking all of our parents to download the 'Oakgrove IPSN' App onto their iPhone, iPad and Android devices.

INSTRUCTIONS FOR PARENTS TO DOWNLOAD AND REGISTER FOR OAKGROVE IPSN SCHOOL APP

- 1) Open up your App Store
- 2) Search for 'Oakgrove IPSN' app, your app should look like this 
- 3) Click Install
- 4) You will be asked to register and join different year groups from Nursery-P7.
- 5) Select the year groups that you have children in and click on 'Join'
- 6) You may be asked to type in a notification registration code, type '11111'
- 7) You should start to receive notifications that have been posted for each of your children's year groups
- 8) Please check the app regularly for notifications, a red button should appear on your app logo to alert you to a notification waiting.
- 9) Messages will appear as a written note.
- 10) Letters, posters, pictures will appear as a link for you to click on for further information.
- 11) School trip letters will appear as an online form. Please complete online, sign and click on 'Submit'. This will be sent directly by email to the class teacher.
- 12) At the minute, we are only using the '**Notifications**' section to communicate and share messages. You do not need to log into the newsroom area yet, we'll let you know when it is set up and ready to use.



Please note that this is the ONLY Oakgrove IPSN school app that we endorse, will use and communicate with parents through. We are aware of 2 other apps that some parents may have accessed:

- 1) Schools NI app through the school website page. We do not use this for communication purposes, the Schools NI app is not monitored or maintained by us. Please remove this from your phone and do not use.
- 2) EDUSpot School Text Message service have an app '*edsp.co/app*'. We do not use this for communication purposes, the text service app is not monitored or maintained by us. We have had a number of complaints that parents aren't receiving all of the text messages and we think that this app seems to have issues in processing messages. Please remove the '*edsp.co/app*' text message app from your phone and do not use. Once you remove the text message app, you should be able to receive normal text messages again.

Yours sincerely,

A Donaghey

Mrs A Donaghey

(Principal)