

Winscombe Primary School

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Executive Headteacher: Mrs Lorna Richardson



SCHOOL JOTTER 2



Dear Parents and Carers,

We are pleased to confirm that we are launching a new parent based communication app for our school. This is following feedback from our school questionnaire seeking a simpler and friendlier way to communicate with you.

As you are already aware, I have experience of using this app at Axbridge for many years and it was a huge success.

This app will now be the platform for all our letters, notices and news from the school. Replacing our school text messaging service and will go live today, on Friday 8th March 2024. Class Dojo will remain for class based communication.

Therefore, please ensure that you download the Mobile App a.s.a.p as this will now be the main way in which we will communicate with you. Please see the step by step guide below. **Remember to allow “push notifications” in your phone settings so that you are notified when a message is posted.**

There are many functions within the app but the following will be used predominantly:

- Notices: On the notices tab we will provide a heading/title so you can decide whether the item applies to you such as a message regarding music tuition or an extra- curricular club for example.
- Newsletter: The Newsletter channel is for attaching all our letters.
- News: The news section will normally provide information and images that we would like to share with the whole school community.
- Calendar: There is also a calendar of events where we will update events throughout the school.

All of these items remain on the app so you can scroll back through previous notifications with ease. The app is automatically set up so you will receive notifications under all categories. This can be adjusted to you needs under the settings and push notifications on the app once downloaded e.g notices can be tailored depending on your child's activities, e.g if your child does not have music tuition you can opt out of these notices.

We are excited about this new venture and look forward to your support in making it a success. We have attached an information sheet detailing what the app provides and how to download it.

Kind regards

Lorna Richardson

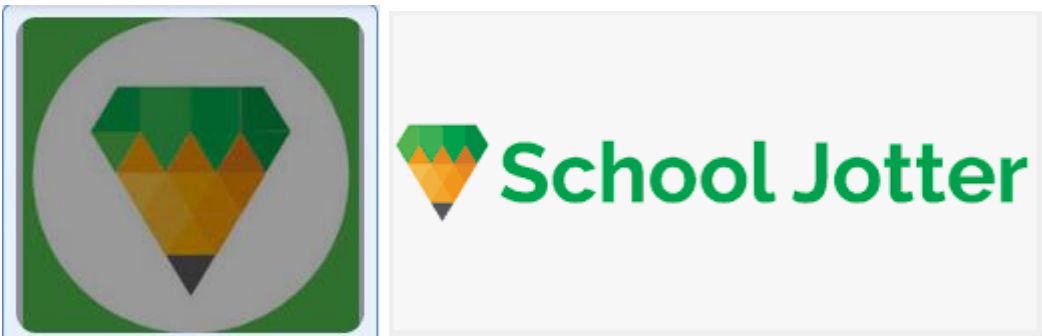
Executive Headteacher

Jotter Step by Step Guide for I phone and Android devices

Step One: Visit the App store



Step Two: Download School Jotter 2



Step Three: Allow Push Notifications - this is really important

Step Four: Type in the name of the school into the search bar- Winscombe Primary School



Welcome to our APP!!!!