



# SCOIL AN LINBH ÍOSA

## OVERVIEW

### Personalised App

- Your main touch point with the school - Scoil An Linbh Íosa App will be used for ALL main school communications.

### Registration Process

- Parents – Verify email and mobile number

### 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

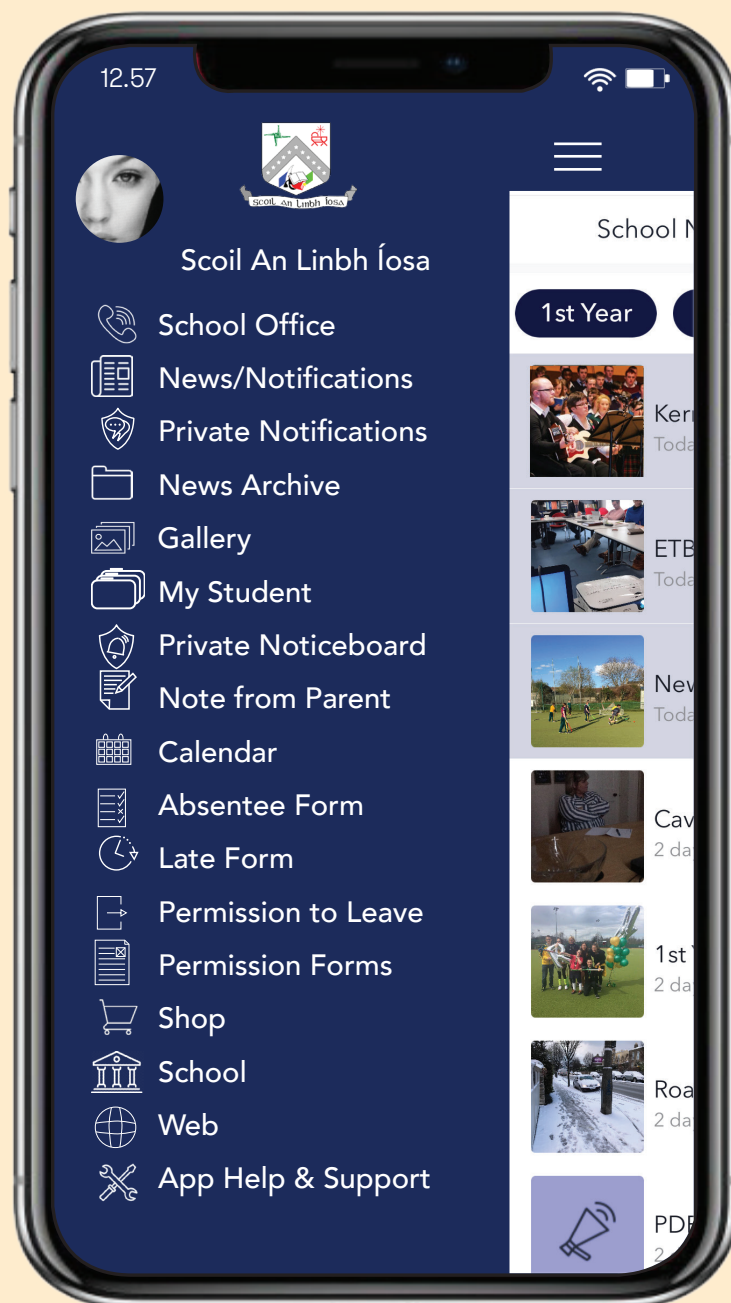
- Note from Parent
- Absentee reporting
- Late Form
- Permission to Leave Early
- Consent Forms
- My Student - Absences; Medical Information; Picture Permission

### School Payment - EASY TO USE

- Parents will only see items which they need to pay for
- Full history of items purchased

### 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:

‘Scoil An Linbh Íosa’ in –

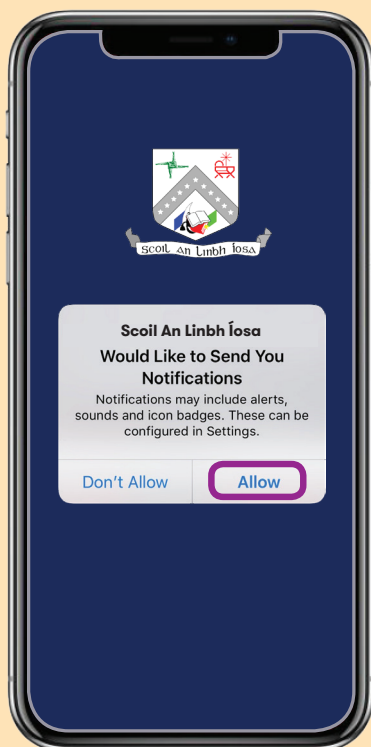


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## 2. ALLOW PUSH NOTIFICATIONS



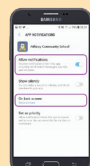
1. Open Settings



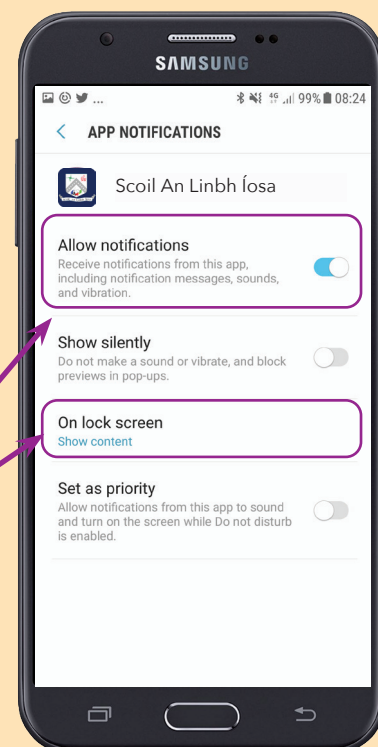
2. Open  
Notification  
Centre



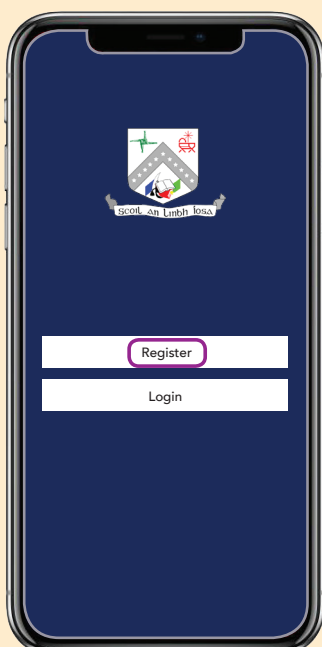
3. Select School  
App icon



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:

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



# PARENT/GUARDIAN REGISTRATION

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

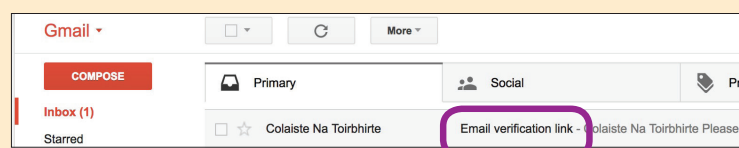
2. Enter OTP code that will be sent to your phone]

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](#)

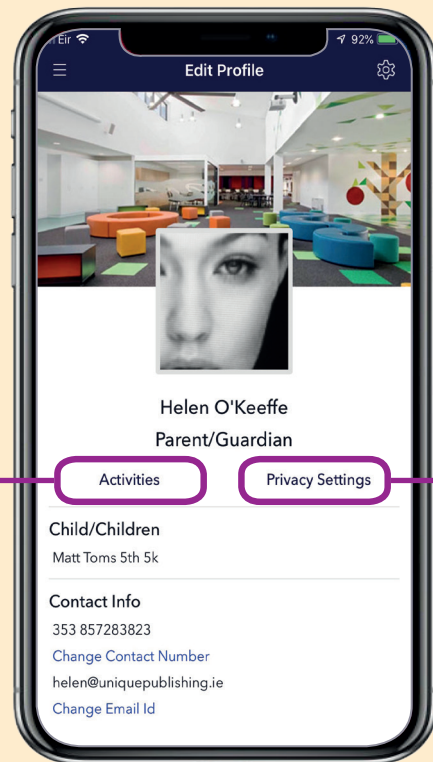
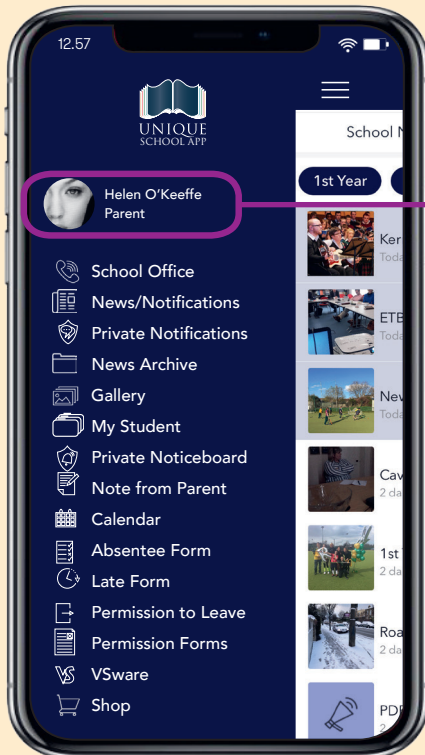
Click '[Verify Email](#)' in the email

**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.**

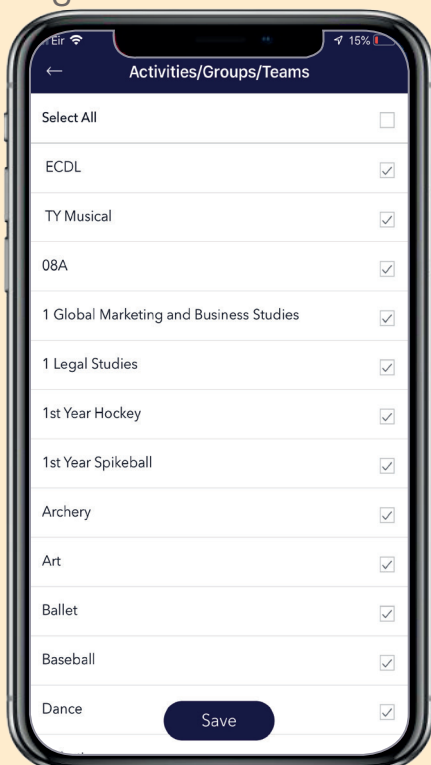


# EDIT PROFILE



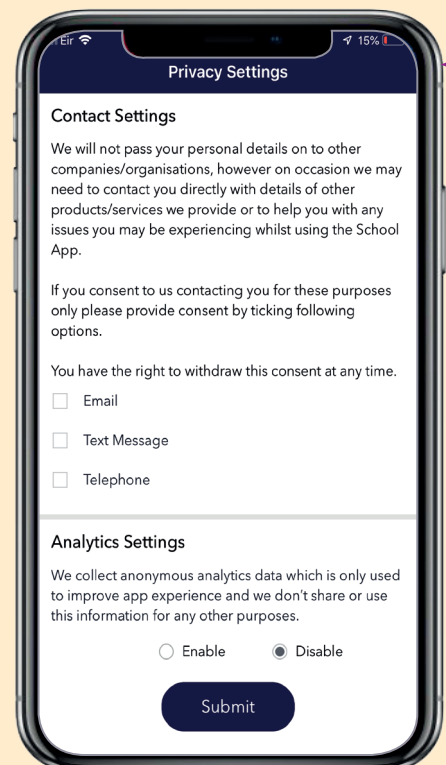
## PROFILE ACTIVITIES

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.



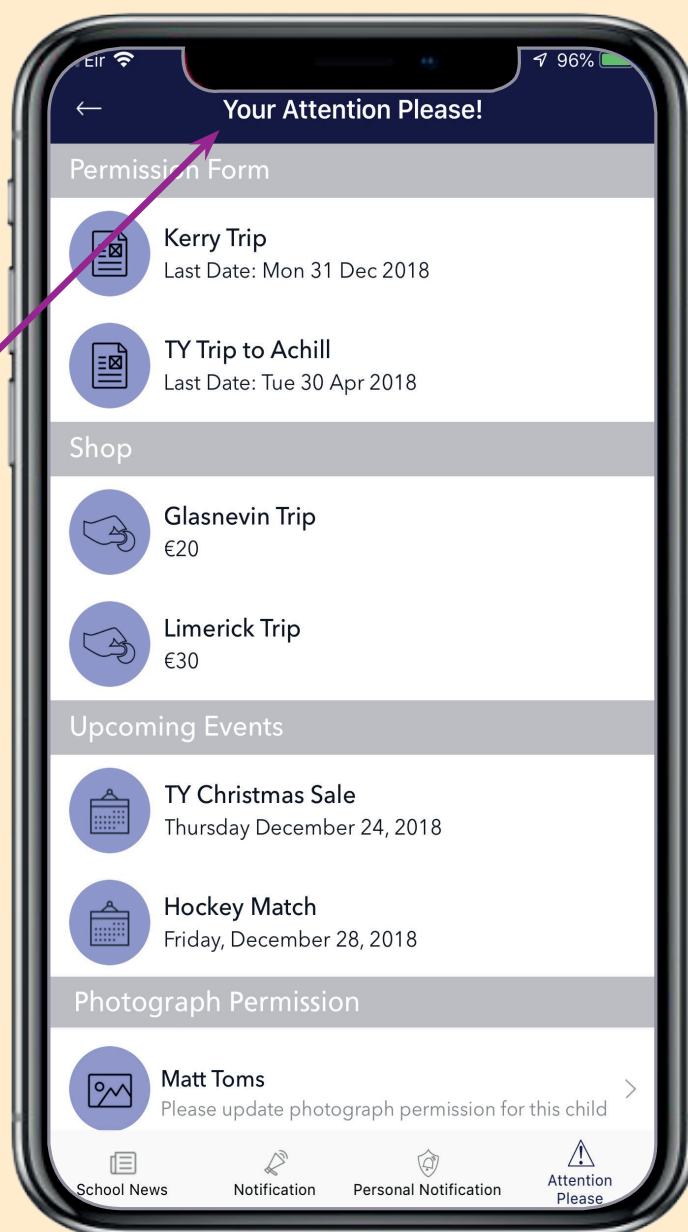
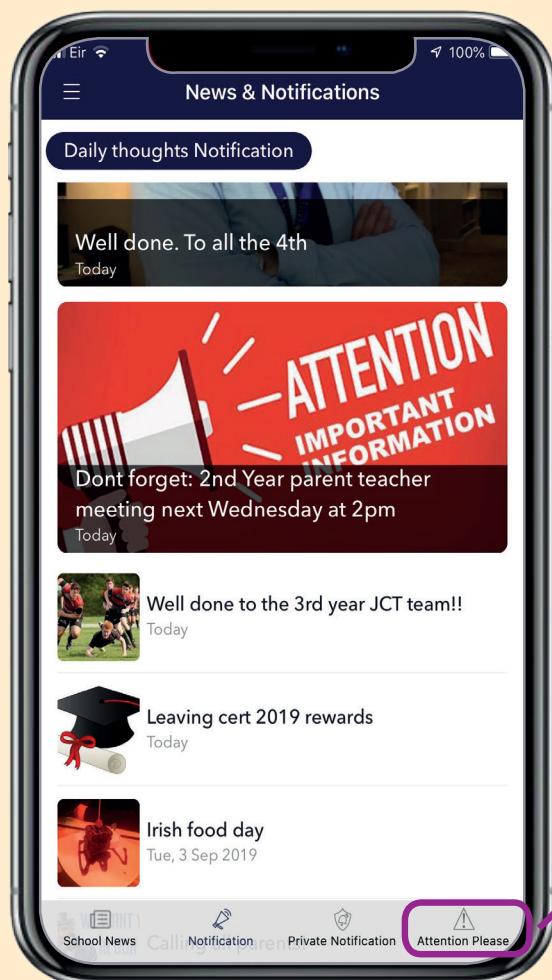
## PRIVACY SETTINGS

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



# DASHBOARD ALERTS

Your App will open on the New & 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 student becomes ill or is receiving medical attention and/or medication, please inform the school as soon as possible and update your form here in the App.

**Emily O'Keeffe**

**Emergency Contact 1**

Contact Name \_\_\_\_\_

Contact Mobile Number \_\_\_\_\_

**Emergency Contact 2**

Contact Name \_\_\_\_\_

Contact Mobile Number \_\_\_\_\_

**Family Doctor**

Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

**Current Medical Information**

• Does your student have any disability or medical conditions?

☐ Yes (give details) ☐ No

Diagnosis: \_\_\_\_\_

Signs/Symptoms: \_\_\_\_\_

Triggers: \_\_\_\_\_

Other details: \_\_\_\_\_

• Does your student have a routine healthcare requirement?

☐ Yes (give details) ☐ No

During school hours: \_\_\_\_\_

Outside school hours: \_\_\_\_\_

• Regular medication (taken during school hours): ☐ None

Medication/Description: \_\_\_\_\_

Dose: \_\_\_\_\_

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← Medical Form

**Current Medical Information**

• Does your student have any disability or medical conditions?

☐ Yes (give details) ☐ No

Diagnosis: \_\_\_\_\_

Signs/Symptoms: \_\_\_\_\_

Triggers: \_\_\_\_\_

Other details: \_\_\_\_\_

• Does your student have a routine healthcare requirement?

☐ Yes (give details) ☐ No

During school hours: \_\_\_\_\_

Outside school hours: \_\_\_\_\_

• Regular medication (taken during school hours): ☐ None

Medication/Description: \_\_\_\_\_

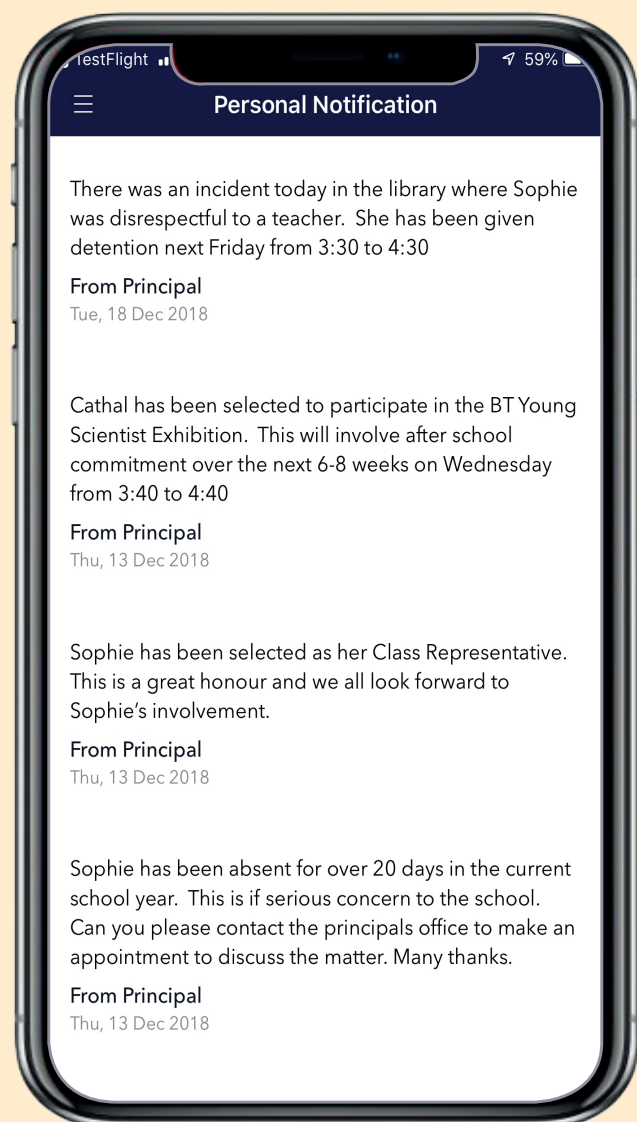
Dose: \_\_\_\_\_

# PRIVATE COMMUNICATIONS

## No more Whats App!

### Personal Notification

School can send private messages to individual parents.



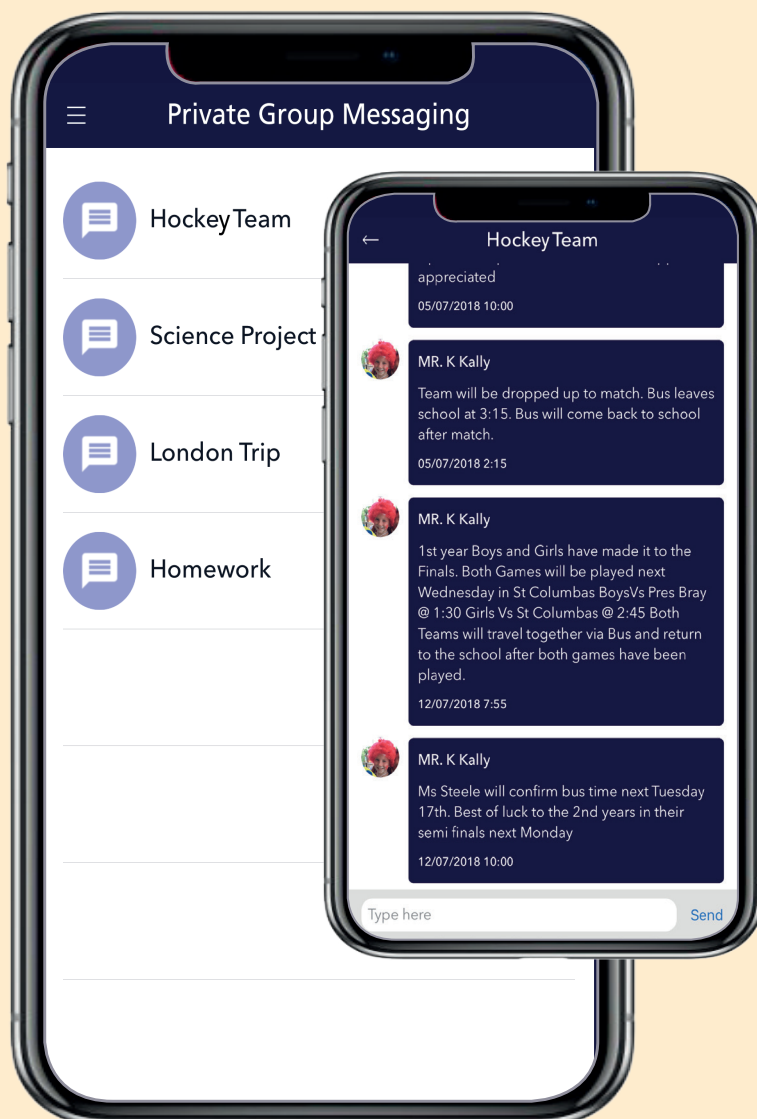
### Private Group Messaging

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.**

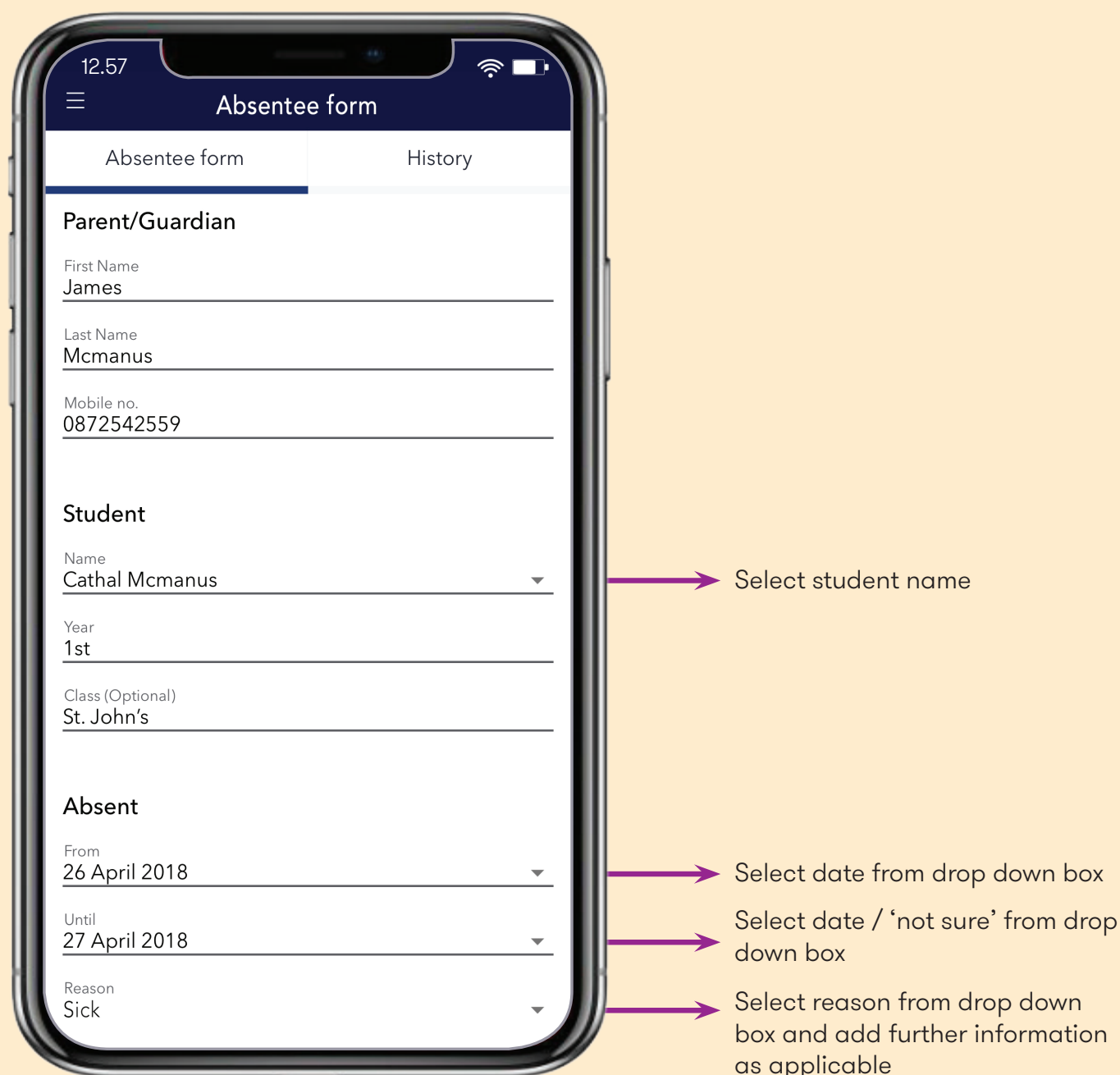


# ABSENTEE FORMS

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.

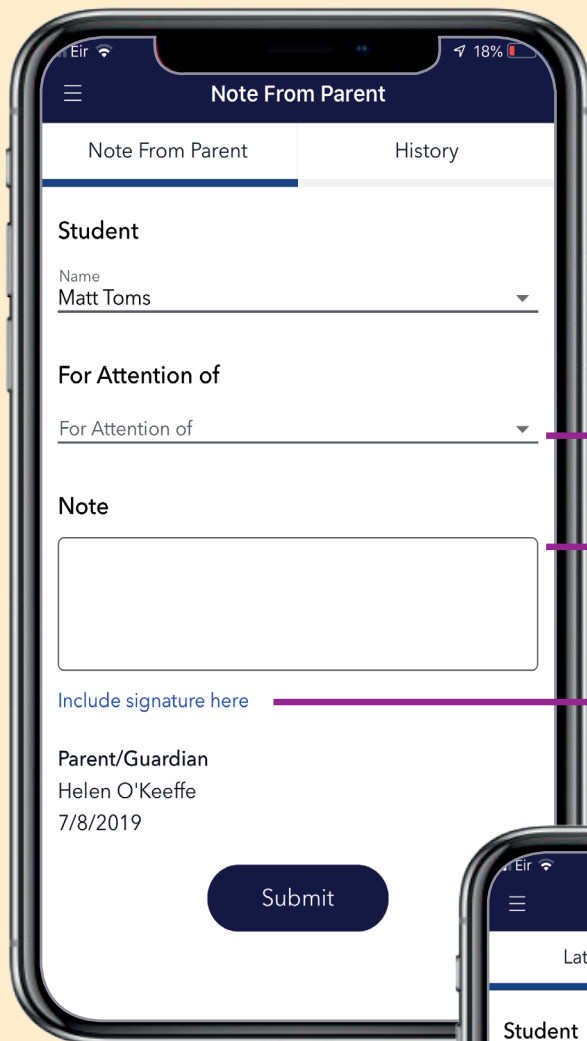


The screenshot shows the 'Absentee form' app interface on a smartphone. The status bar at the top shows the time 12:57, signal strength, and battery level. The app title 'Absentee form' is centered at the top. Below the title are two tabs: 'Absentee form' (selected) and 'History'. The form is divided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

Section	Field	Value	Annotation
Parent/Guardian	First Name	James	
	Last Name	Mcmanus	
	Mobile no.	0872542559	
Student	Name	Cathal Mcmanus	Select student name
	Year	1st	
	Class (Optional)	St. John's	
Absent	From	26 April 2018	Select date from drop down box
	Until	27 April 2018	Select date / 'not sure' from drop down box
	Reason	Sick	Select reason from drop down box and add further information as applicable



# NOTE FROM PARENT & LATE FORM

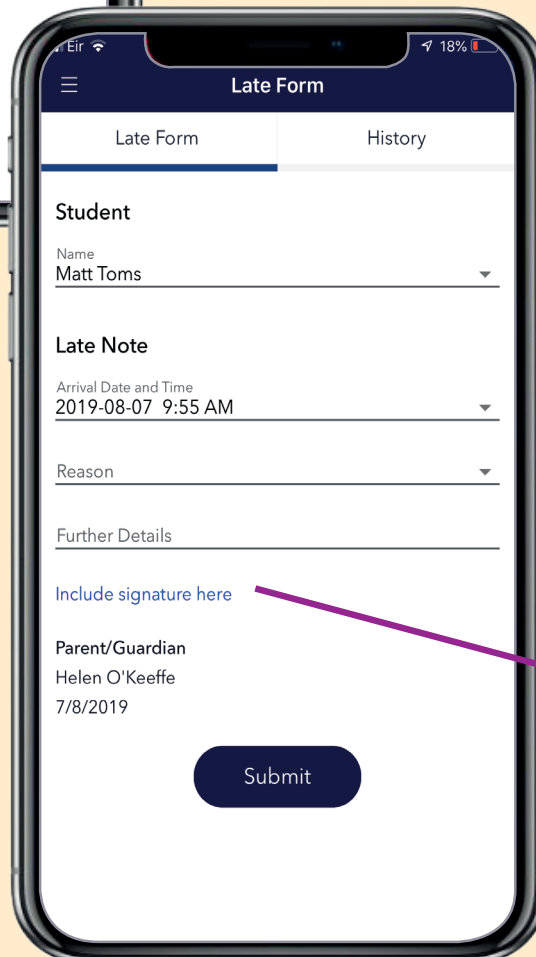


The 'Note From Parent' app interface is shown on a smartphone. It features a dark blue header with a hamburger menu icon and the title 'Note From Parent'. Below the header are two tabs: 'Note From Parent' (active) and 'History'. The main form area includes a 'Student' section with a 'Name' dropdown menu set to 'Matt Toms'. Below this is a 'For Attention of' section with a dropdown menu set to 'For Attention of'. A large text input area for the 'Note' is present. At the bottom, there is a section for 'Parent/Guardian' with the text 'Helen O'Keeffe' and '7/8/2019'. A blue link 'Include signature here' is positioned above the '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 includes a 'Student' section with a 'Name' dropdown menu set to 'Matt Toms'. Below this is a 'Late Note' section with an 'Arrival Date and Time' dropdown menu set to '2019-08-07 9:55 AM'. A 'Reason' dropdown menu is also present. Below the 'Reason' dropdown is a text input area for 'Further Details'. At the bottom, there is a section for 'Parent/Guardian' with the text 'Helen O'Keeffe' and '7/8/2019'. A blue link 'Include signature here' is positioned above the '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

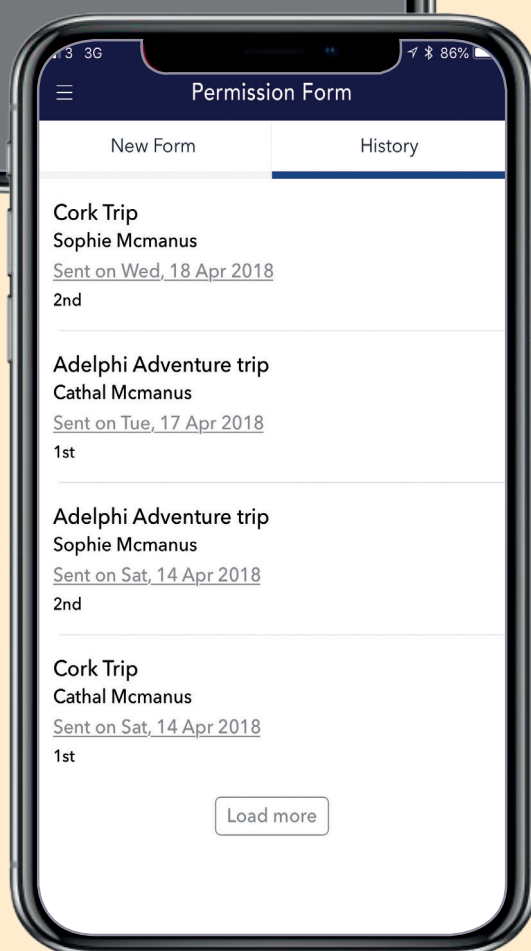
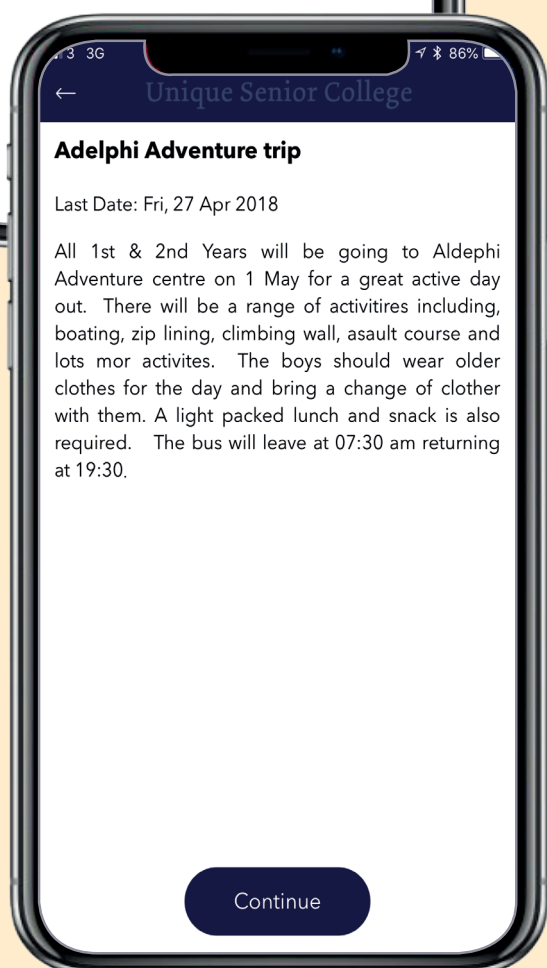
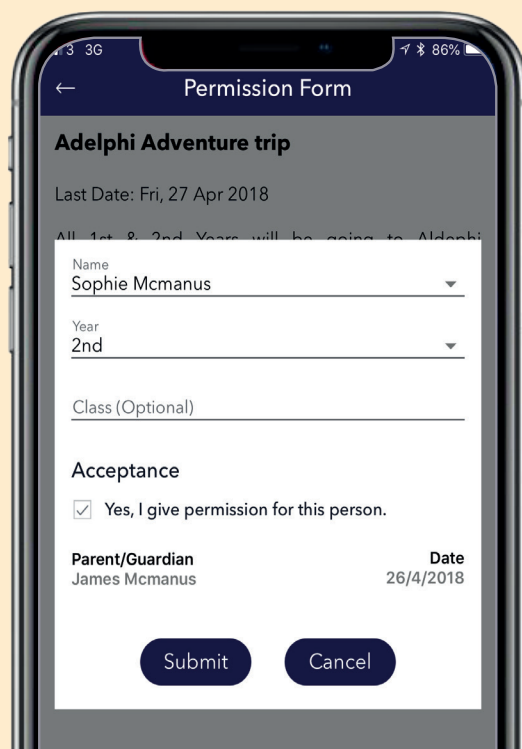
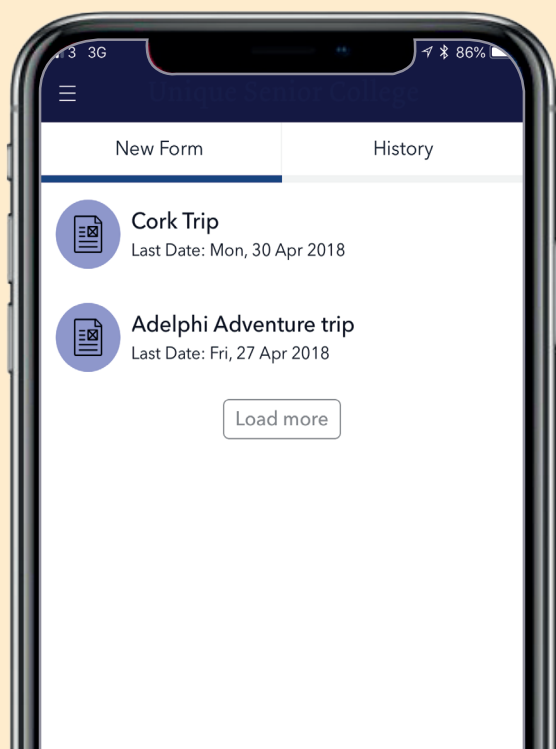
Reason Sick

Departure Time Wed, 7 Mar 2018 6:41 AM

Return Time Wed, 7 Mar 2018 7:42 AM

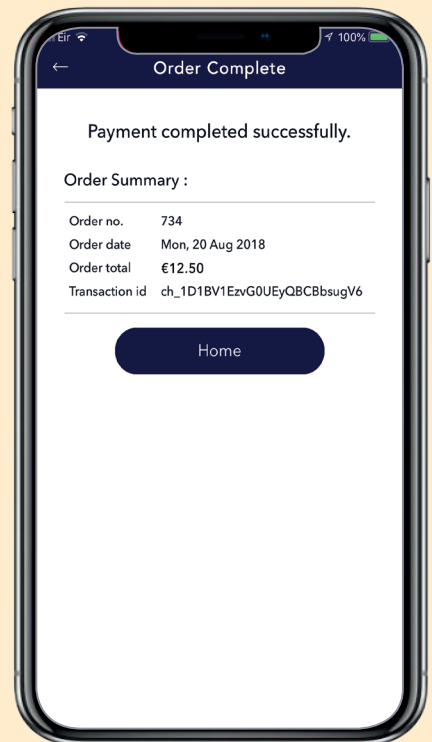
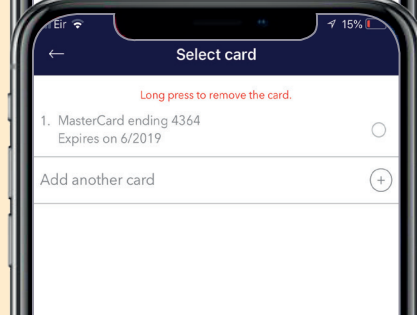
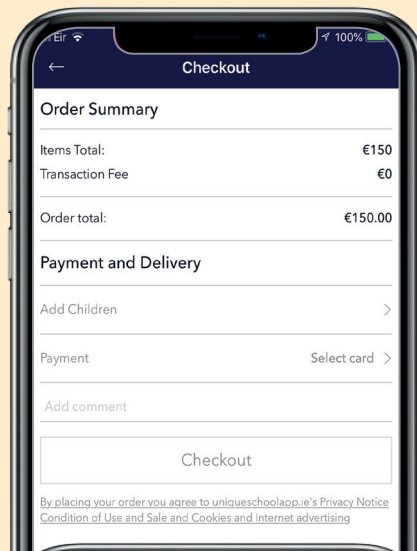
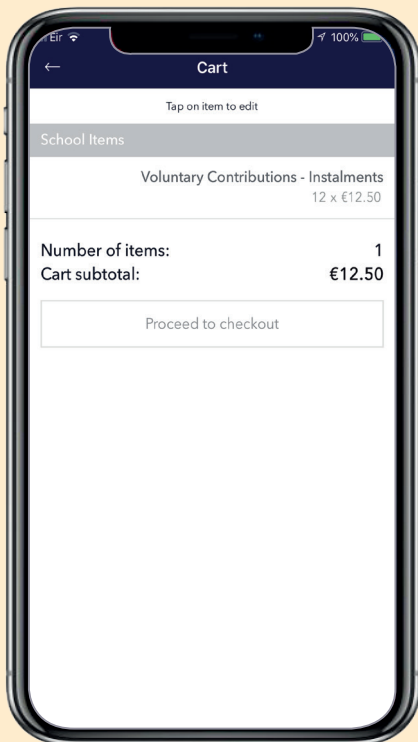
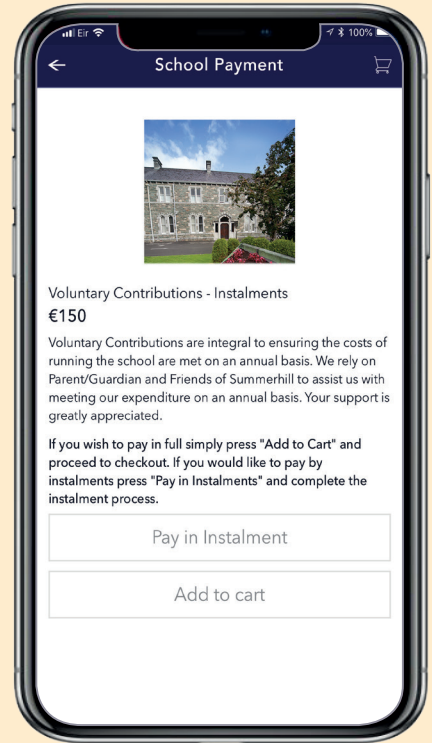
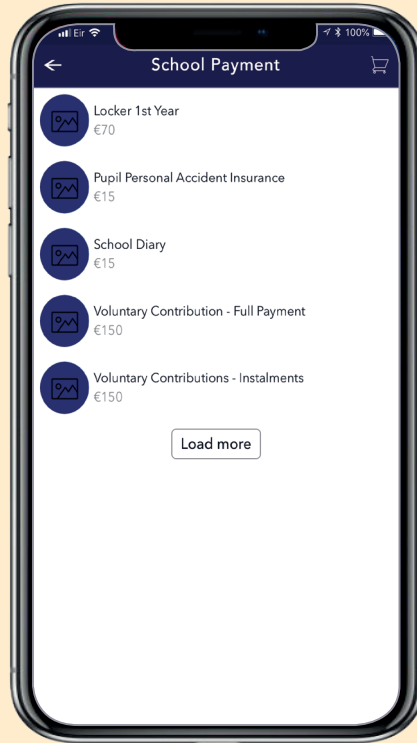
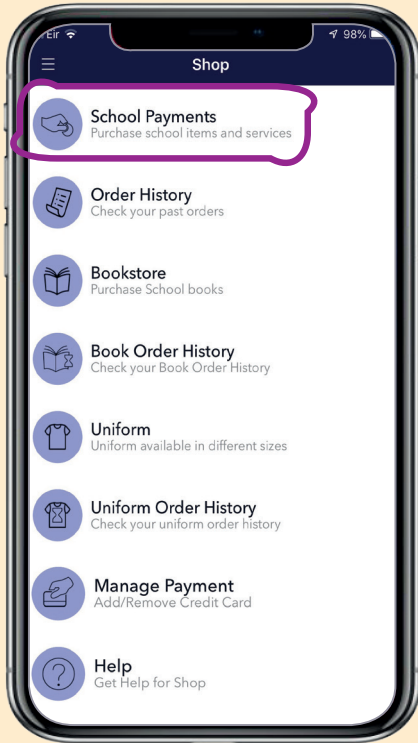
# PERMISSION FORMS

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

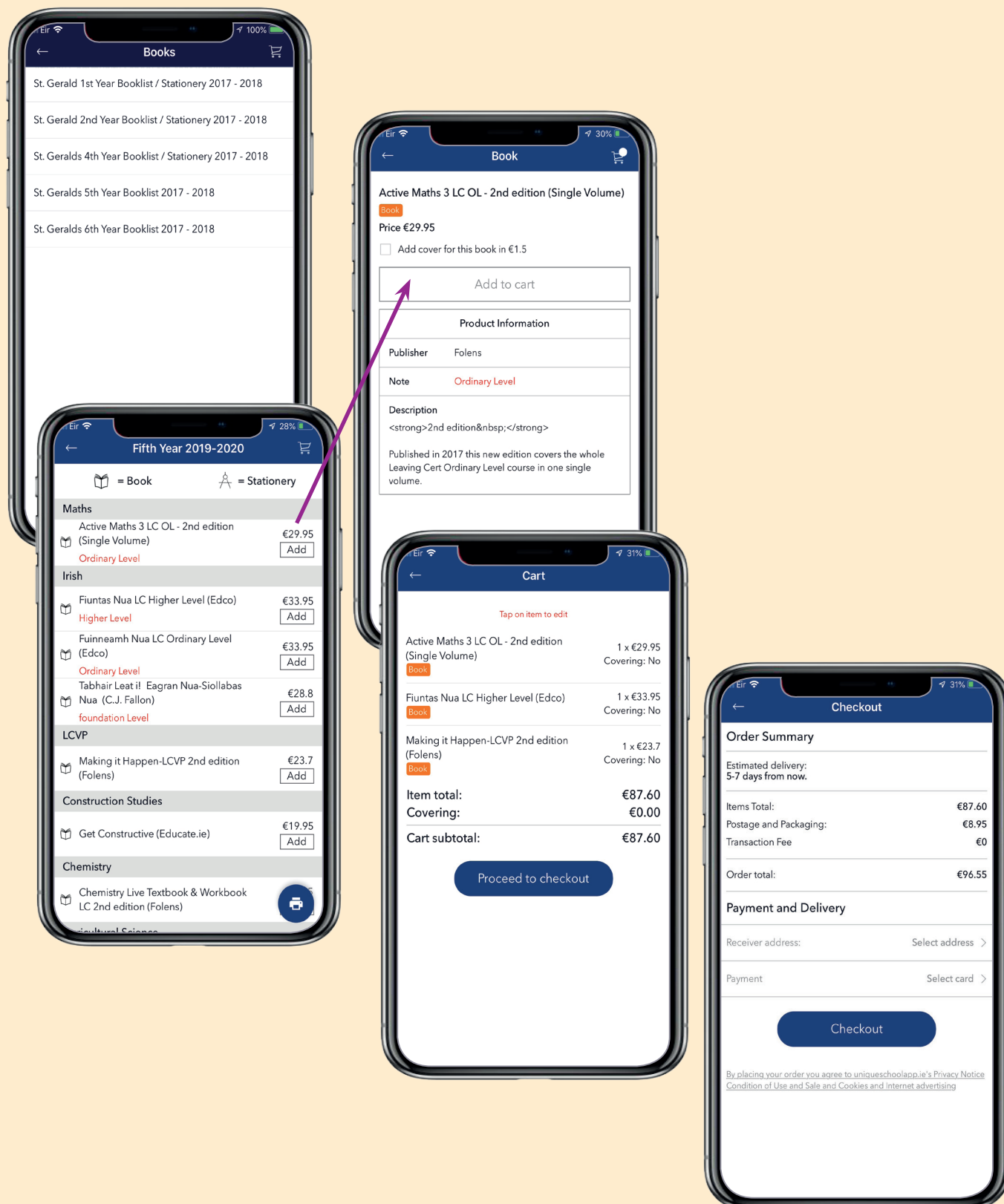
Make in-app school payments for, eg school events, trips, facilities, school books, stationery.



# BOOKSTORE

View or print booklists and purchase books in-app.

A full history of purchases can be viewed.

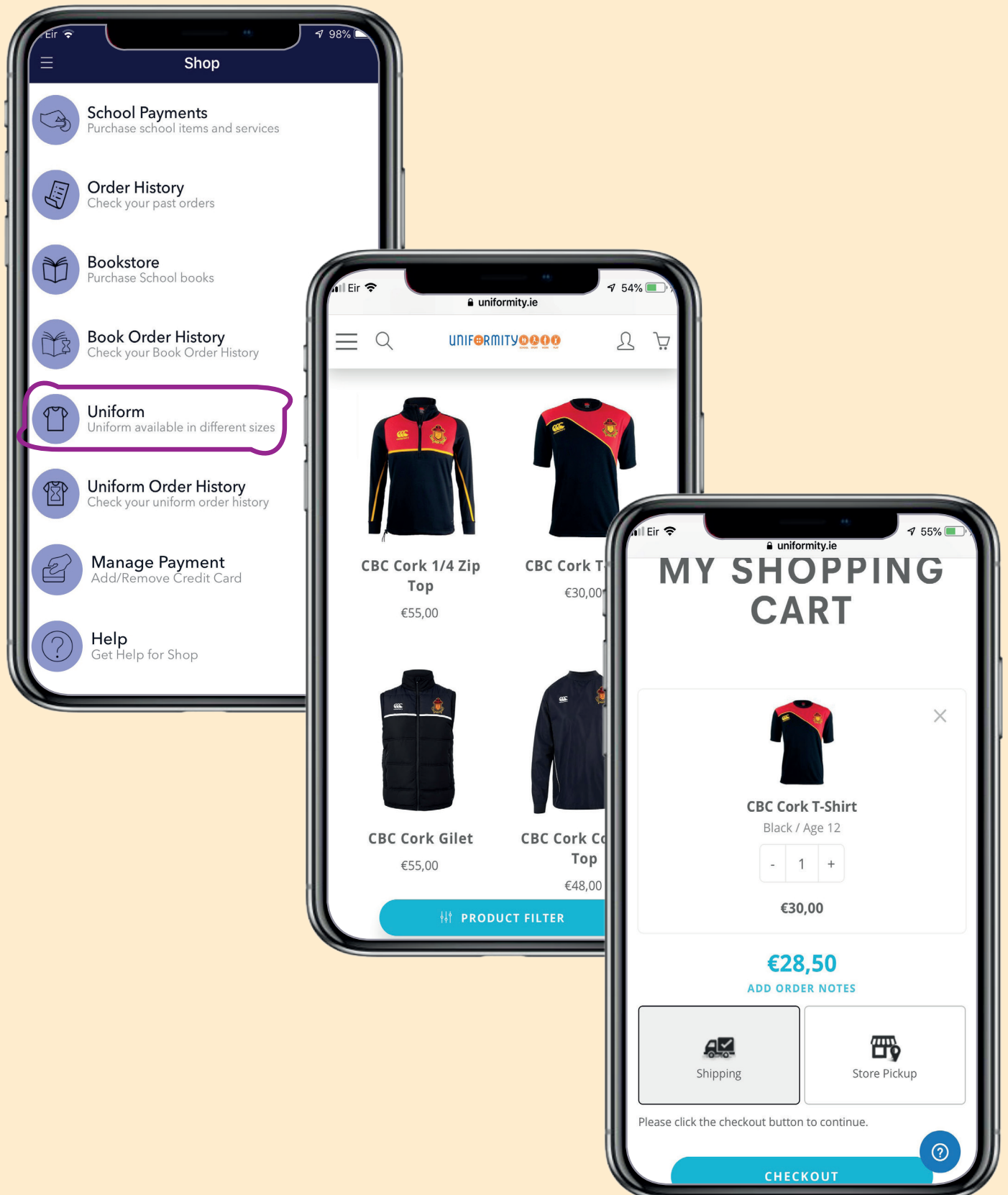




# UNIFORM

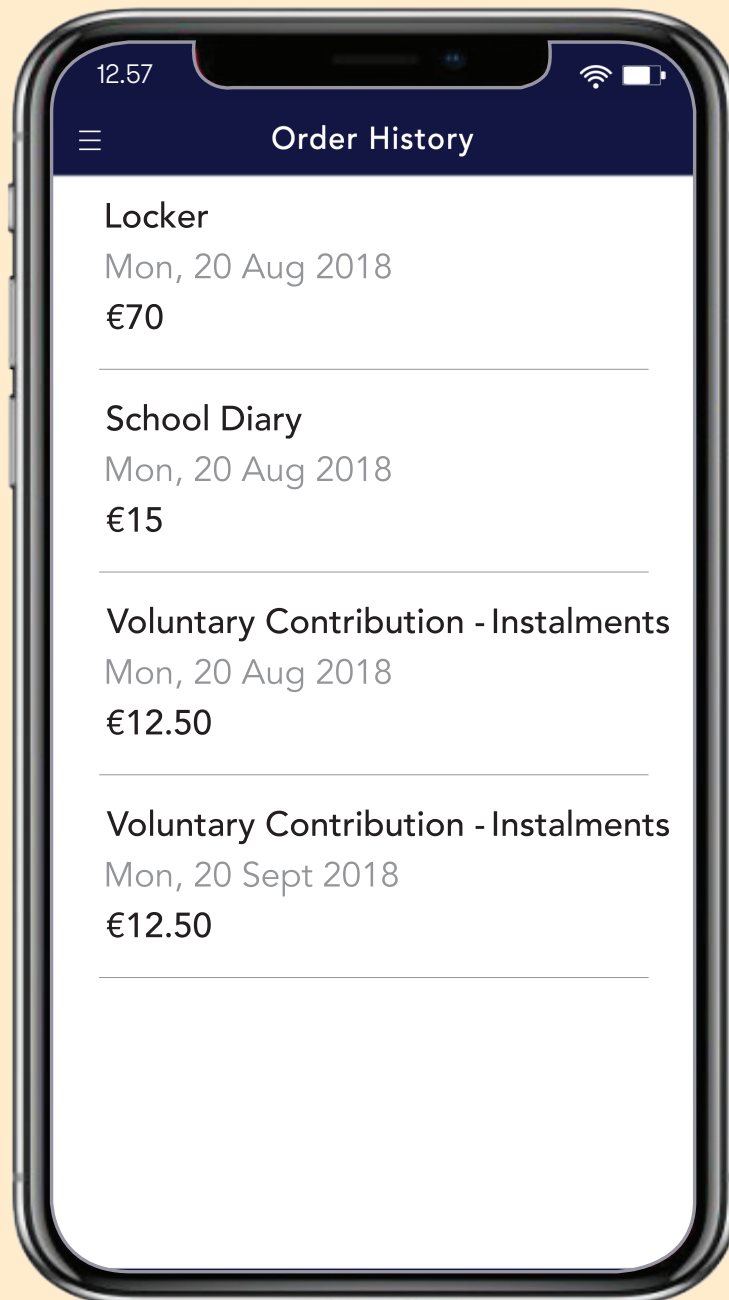
Make in-app purchases of uniform from school supplier.

A full history of purchases can be viewed.



# ORDER HISTORY

Your order history for School Payments, 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.





# SCOIL AN LINBH ÍOSA APP



Search *Scoil An Linbh Íosa* on either  
**Google Play (Android) or App Store (IOS)**  
and download directly to your device.



for more info, links and help video  
[www.holychildschoolnaas.com](http://www.holychildschoolnaas.com)