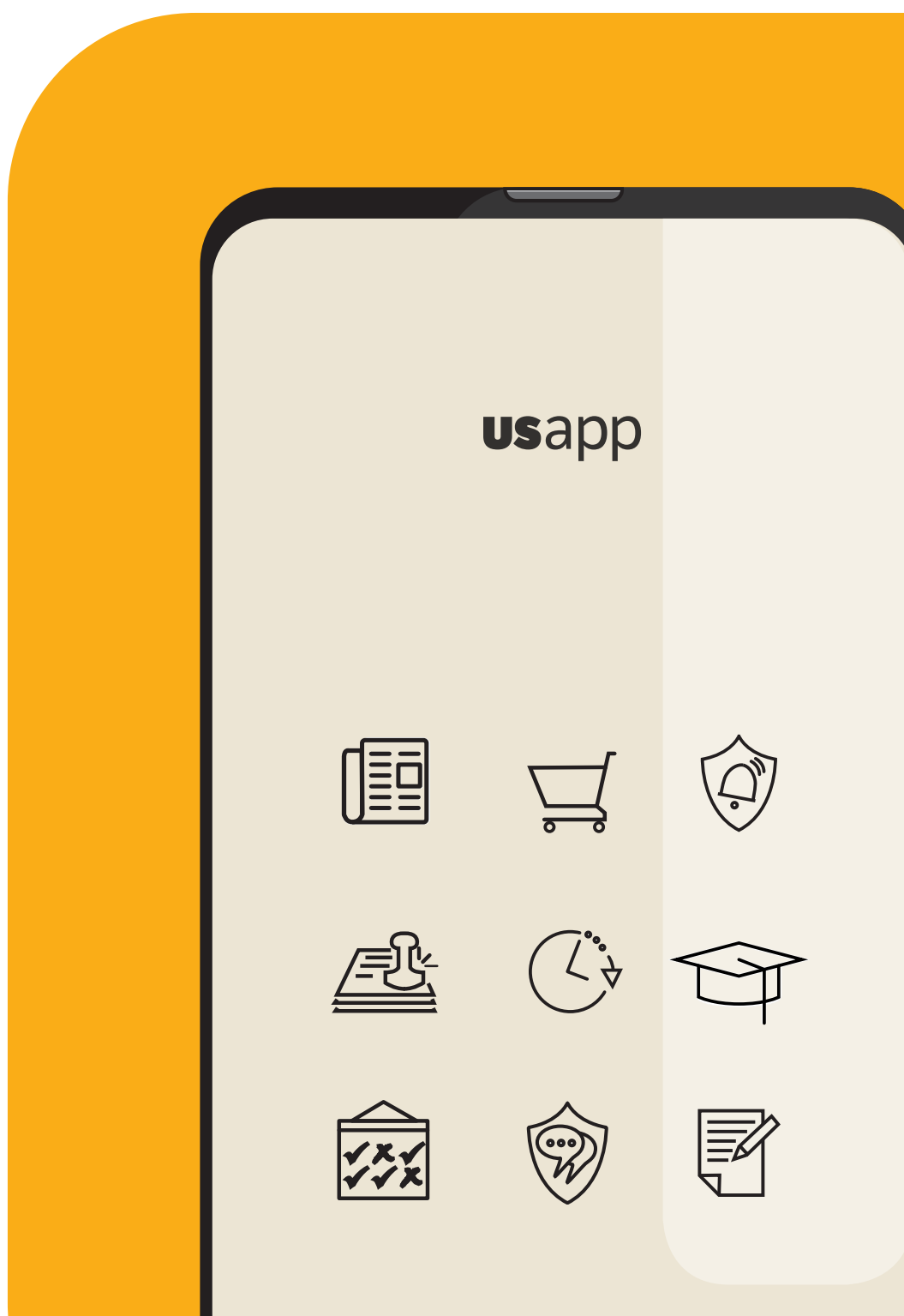


# SUTTON PARK SCHOOL APP



# WELCOME TO OUR NEW SCHOOL APP!

The App is now the school's main communications channel and administration processing platform for parents/guardians and students. It provides a single touch point where all of the school's published news and information can be quickly and instantly accessed through your phone. Many of our traditional paper-based forms have been digitised and parents/guardians must use these forms going forward as we will no longer have the processes in place to handle paper forms. Forms include Absentee, Late Notes, Permission To Leave Early, Consent Forms and Notes from Parent. These changes will help us achieve GDPR compliance, reduce our carbon footprint, reduce costs and streamline our administration work.

## **DOWNLOAD AND REGISTER**

The school requires all parents/guardians and students to download the App and register using the same mobile number that you have supplied to the school.

## **YOUR MOBILE NUMBER**

Registration for the App is driven by parent's/guardian's mobile phone numbers. It is critical that parents/guardians have supplied their current mobile number for both parents/guardians. If the school does not have a mobile number for a parent/guardian then that parent/guardian will not be able to register with the App. If you have any doubt please contact the school office.

## **VERIFICATION**

During the Registration process App users must enter a mobile number. This number is checked to the school's active parent list. Once matched, a code is sent to the phone to continue the verification process. Contact/student details are then confirmed, your email entered and verified. When verifying your email the App will send a verification link to the email address you have provided. You will need to go and click on that link to complete the verification process. If the email is not in your inbox please check spam.



# SET UP PARENT/ GUARDIAN

- 1 DOWNLOAD**  
Sutton Park School in the App Store or Google play
- 2 VERIFY**  
your school connection
- 3 INPUT**  
your mobile number  
(check country code is correct)
- 4 ENTER OTP CODE**  
that is sent to your phone via text
- 5 CONFIRM**  
match with school's database  
record for your student(s)
- 6 ENTER**  
your digital signature and click register
- 7 EMAIL VERIFICATION**  
go to your email. Can't find the  
verification email? Check your junk mail
- 8 NOTIFICATIONS**  
check to ensure that notifications are  
switched on for this App

2

I am a ...

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

3

Parent/Guardian

Enter your mobile no. which you have provided to school for communication. We will send a verification code (OTP) on this mobile number via SMS.

Country Code  
353      Mobile No. \_\_\_\_\_

4

Parent/Guardian

353 8635466

Enter OTP

Enter OTP here \_\_\_\_\_

Didn't get the code?  
Please wait 00:55

5

Parent/Guardian

Alison O'Keeffe

353 8635466

Please check and confirm your  
child/children details.

Swift 3rd

Yes, these are my children

Incorrect details? Report

6

Parent/Guardian

Alison O'Keeffe

353 8635466

Email  
alison@uniqueschools.ie

Password  
.....

Confirm password  
.....

Include signature here



By registering I agree to all terms and conditions.

# SET UP STUDENT

I am a ...

Student

Parent/Guardian

Teacher/Staff

Parent/Guardian & Teacher/Staff

2

Student

Enter your parent's mobile no. which they have provided to school for communication. We will send a verification code (OTP) on their mobile number via SMS.

Country Code  
353      Parent's Mobile No. \_\_\_\_\_

3

Student

353 8635466

Get OTP from your parent and enter here

Enter OTP here \_\_\_\_\_

Didn't get the code?  
Please wait 00:55

4

Student

Parent - Alison O'Keeffe

353 8635466

Please select your name.

Swift 3rd

Continue

Incorrect details? Report

5

Student

Swift O'Keeffe

353 8635466

Email  
alison@uniqueschools.ie

Password  
\*\*\*\*\*

Confirm password  
\*\*\*\*\*

By registering I agree to all terms and conditions.

6

1

## DOWNLOAD

Sutton Park School in the App Store or Google play

2

## VERIFY

your school connection

3

## INPUT

your parent's mobile number (check country code is correct)

4

## ENTER OTP CODE

that is sent to your parent's/guardian's phone via text

5

## CONFIRM

match with school's database record for your name

6

## ENTER

your email and password and click register

7

## EMAIL VERIFICATION

go to your email. Can't find the verification email? Check your junk mail

8

## NOTIFICATIONS

check to ensure that notifications are switched on for this App

# WHAT'S IN YOUR APP?



## CORE APP FEATURES

**PHONE SCHOOL OFFICE** Button at the top of the home screen with one touch dial to the school office.

**NEWS AND NOTIFICATIONS** Up to date news and information alerts. Older news items will remain available in the News Archive.

**MY STUDENT** Review absentee dates, save medical information and manage permissions for use of your student's image in your school promotional publications.

**GALLERY** See the students in action and catch all the excitement of student life with the images in our Gallery.

**CALENDAR** Review all school events in the live calendar.

**PERMISSION FORMS** Review permission forms from your school and receive notifications and reminders to complete them.

**COMPETITIONS** A full listing of national and international competitions open to students.

**SCHOOL** General school information and links to useful and relevant websites.

**STUDY CENTRE** Provides a range of academic resources for students including:

**STUDY BUDDY** Fully indexed access to all State Exam papers for both Junior and Leaving Certificates. Available through your App using your school promotional code or from studybuddy.ie from €2.

**MATHS TUTOR** Available through the App at a discounted price.

**CAO POINTS CALCULATOR & JUNIOR CYCLE FRAMEWORK**

**LIFESTYLE** Useful information to help you lead a healthy lifestyle, including nutrition and physical and mental health, wellbeing and resilience.

**ANTI-BULLYING** Helpful information and advice on cyber/social media/mobile phone safety.



Worried about

SPACE?



## OPTIONAL ADD-ONS

**ABSENTEE** Report your student's absence as early as possible in a streamlined process that provides a digital record for parents/guardians and the school.

**PERMISSION TO LEAVE EARLY** Submit and manage Permission to Leave Early requests.

**LATE NOTES** Submit and manage late notes.

**NOTES FROM PARENT** Submit general notes for the attention of the school.

**PERSONAL NOTIFICATIONS** Receive individual private notifications from the school.

**CHAT BOARDS** Teachers and coaches can set up and communicate with teams and groups in a safe and secure environment.

**SCHOOL SHOP** Make payments easily and securely.

**BOOKSTORE** Review and print booklists and order books.

**UNIFORM** Order uniforms from the schools nominated uniform supplier.

**VSWARE/EPORTAL LINK** Access your student(s) VShare/ePortal system.

**CANTEEN** Full cashless canteen with pre-ordering and purchase history.

**APP SUPPORT** Full support by emailing support@uniqueschools.ie

# CONNECTING THE DOTS.....



**UniqueSchools.ie**

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support@uniqueschools.ie