



1st March 2017

Dear Parent/Carer

We are continually looking to further improve home-school communications as we understand the importance of keeping you up to date with the very latest school news, events and information. With this in mind, we will now be sending all further whole school communications via email to parents/carers who hold parental responsibility. In order for this to be successful, it is imperative that we hold the correct email addresses. We have therefore attached your son/daughter's Data Check Sheet with the details we hold on record and we would be grateful if you could check and amend any details that are incorrect. Please note that individual student letters will still be issued on paper as normal until further notice.

We are also really excited to announce the launch of our bespoke school App which is now live and ready for parents, carers and students to download. The App will be trialled over the coming term and will hopefully benefit parents greatly as an additional information tool. The new school App is available for you to download for free from either the App Store or Google Play Store so any parent, carer or student with Apple and Android smartphones or tablet devices will be able to access this new exciting facility. Unfortunately, the App is not currently available for Windows phones/devices.

The school App benefits you by:

- Keeping you informed of urgent announcements which will be delivered instantly to your phone/tablet
- Keeping you updated with recent newsletters and giving access to social media posts
- Allowing you to access term dates, contact information and payment information at a push of a button
- Informing you of upcoming events and allowing you to add specific events to your own calendar to serve as a reminder of important dates
- Giving you the ability to access the latest letters and key information
- Allowing you to easily contact the school using our quick contact button

Once you have returned your son/daughter's Data Check Sheet, you will receive an email with your Parent Portal login details where you will be able to access your son/daughter's school report, timetable and attendance record.

Next steps:

1. **Please check the attached Data Check Sheet, amend if necessary and return to school as soon as possible. Even if there are no changes, please sign and return to school. If there are email amendments or an additional parent/carers email address required (for whole school communications) please record on the Email Amendment Slip attached.**
2. If you do not have an Apple or Android device, skip to step 5.
3. Visit the App Store or Google Play, search for 'Wolverley Secondary' and download the App (instructions overleaf)
4. To receive important information and announcements, remember to **opt in for push notifications** when prompted.
5. **If at any time your contact details, including email, changes please let the school know as soon as possible.**

Please note this will be our last paper whole school communication home. For any questions or queries, please do not hesitate to contact us by email (sarah.grove@wolverley.worcs.sch.uk).

Yours sincerely

Bryn Thomas
Headteacher

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How to install the Wolverley CE Secondary School App



Apple iPhone and iPad



Use the iTunes App Store

1. Swipe to unlock the home screen. ...
2. Enter your password or use Touch ID. ...
3. Tap the "App Store" icon on your home screen. ...
4. Tap the "Search" button at the bottom of the screen. ...
5. Type "**Wolverley CE Secondary School**" and click search
6. Click +GET and then INSTALL to download the **free** school App
7. You will then need to enter your iTunes password and tap the "Buy" button (please note that this App is free and you will not be charged to download this App)



Android Phone or Tablet



Use the Android Play Store

1. Tap the Apps icon on the home screen. It usually looks like a bundle of dots at the bottom of the screen.
2. Swipe left and right until you find the Play Store icon. Tap it.
3. Tap the magnifying glass in the top-right or tap on the search bar, type in "**Wolverley CE Secondary School**", and tap the magnifying glass on the keyboard to execute the search.
4. Tapping the three dots on the right side of each entry will provide options to install right away or add the App to a wishlist for future reference.



