



# LORETO, ST. STEPHEN'S GREEN

## OVERVIEW

### Personalised App

- Your main touch point with the school - Loreto, St. Stephen's Green App will be used for ALL main school communications.

### Registration Process

- Parents – Verify email and mobile number
- Students – Verify email

### 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

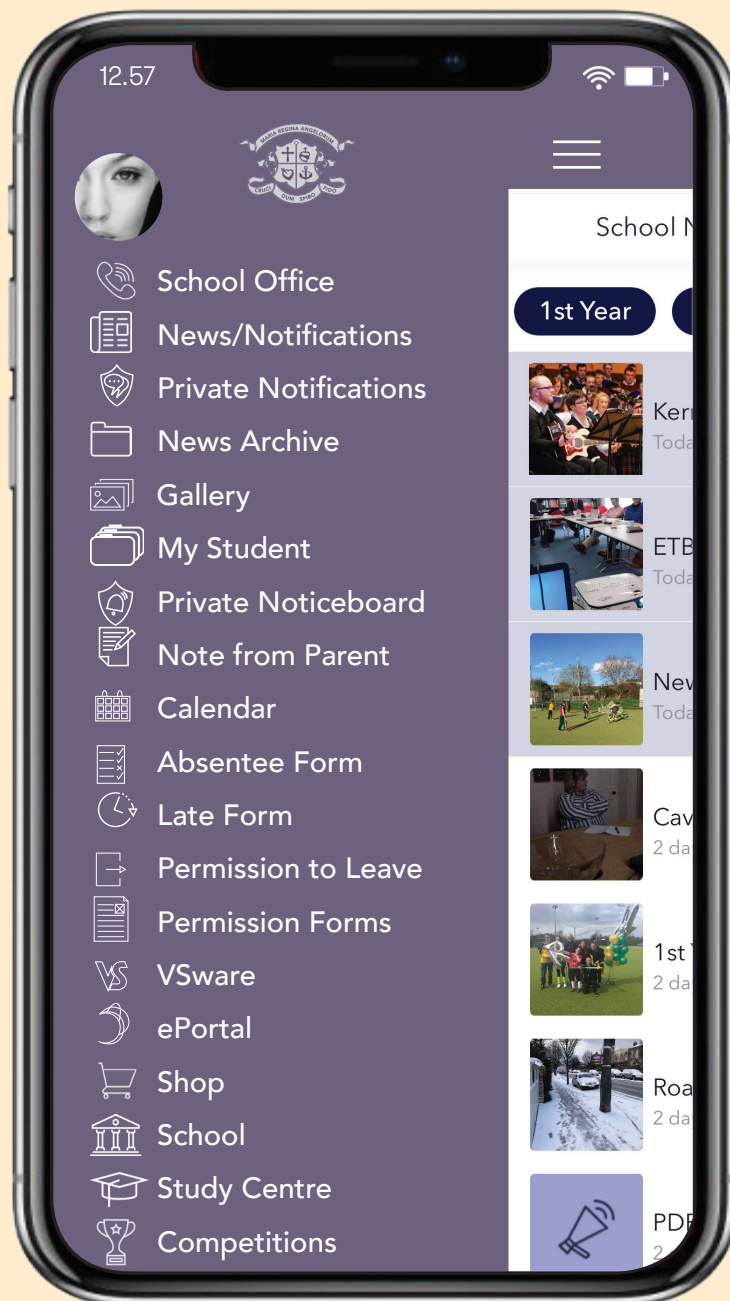
- Note from Parent
- Absentee reporting
- Late Form
- Permission to Leave Early
- Consent Forms
- My Student - Absences; Medical Information; Picture Permission
- Seamless Access to third party systems (eg VSware, ePortal)

### 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:

'Loreto, St. Stephen's Green' in –

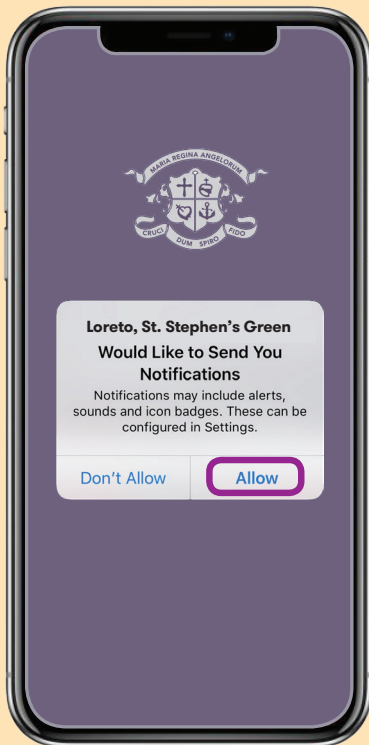


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## 2. ALLOW PUSH NOTIFICATIONS



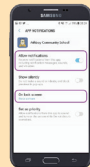
1. Open Settings



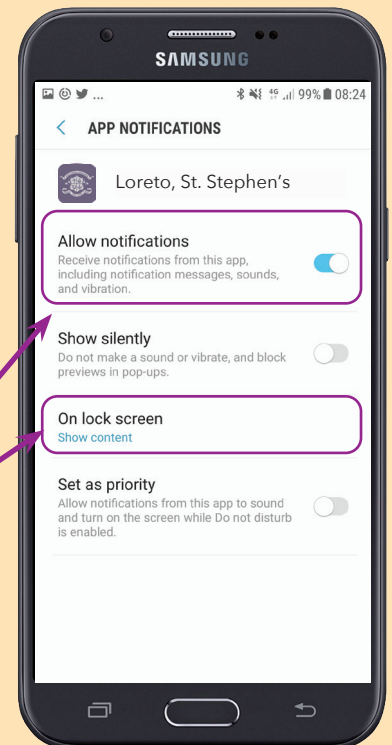
2. Open  
Notification  
Centre



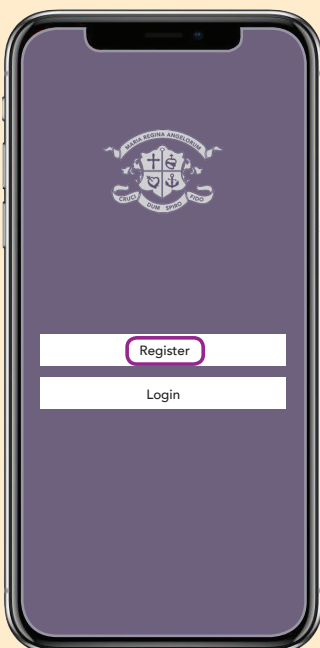
3. Select School  
App icon



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:

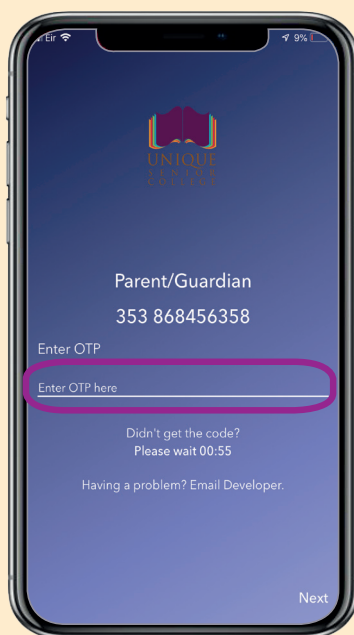
- Student
- Parent/Guardian
- Teacher/Staff
- Parent/Guardian & Teacher/Staff



# PARENT/GUARDIAN REGISTRATION



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



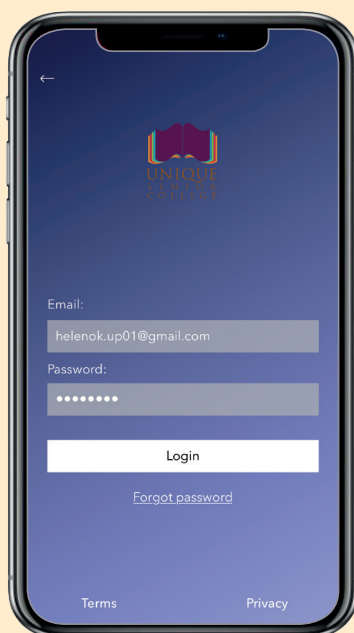
2. Enter OTP code that will be sent to your phone)



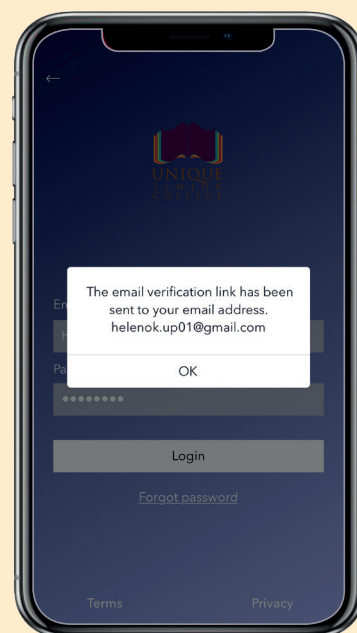
3. Confirm match with school's database record for your son(s)/daughter(s)



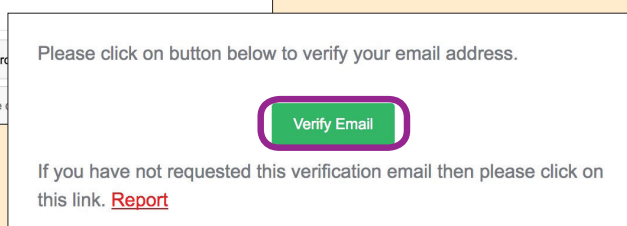
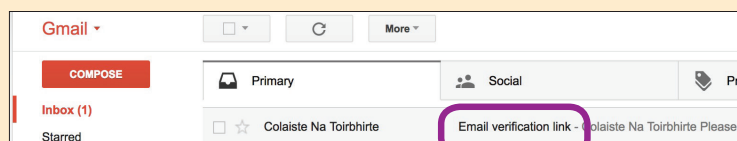
4. Enter email address



5. Login



6. Verify – a verification email will be sent to your email.



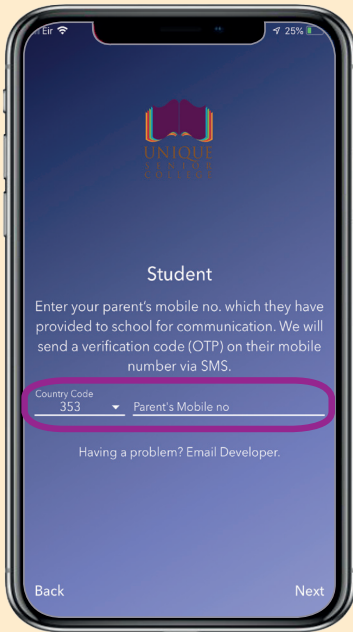
Click 'Verify Email' in the email

Can't find the verification email? – Check your junk mail

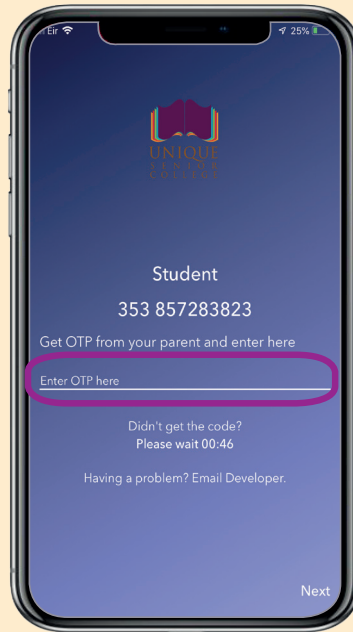
**NB: As Parents have access to Student Reports, Absence and Permission forms, etc, it is essential that you keep your APP PASSWORD private.**



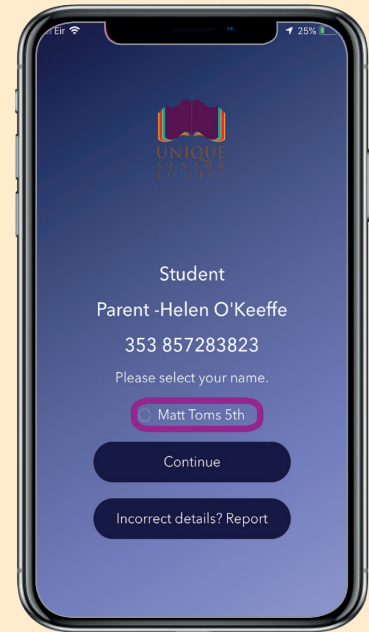
# STUDENT REGISTRATION



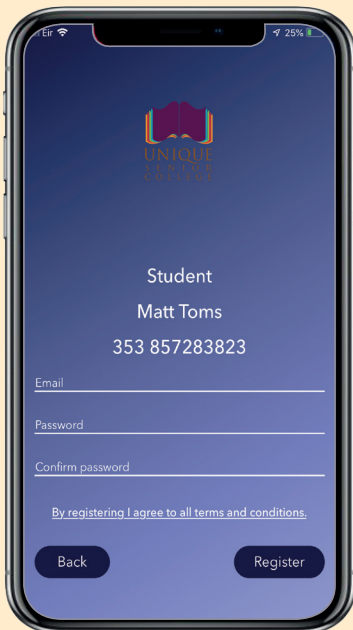
1. Input your PARENT'S mobile number (**check Country Code is correctly set**)



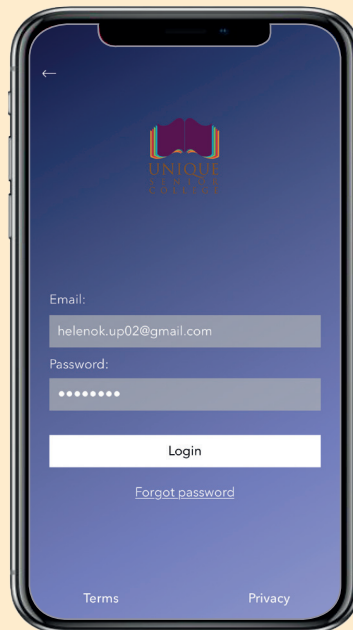
2. Enter OTP code that will be sent to your PARENT'S phone)



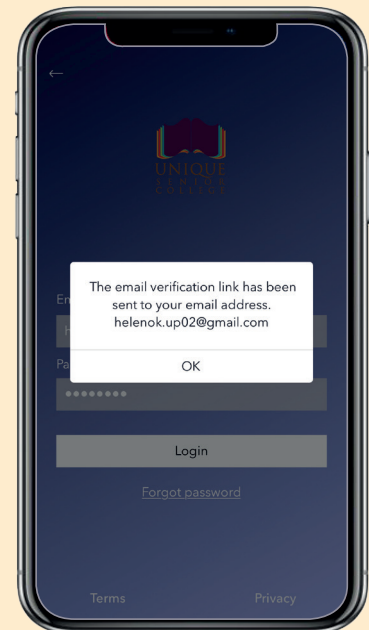
3. Confirm match with your parent name and your name



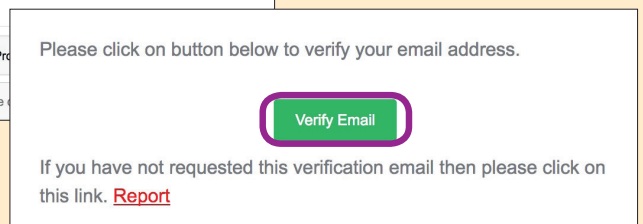
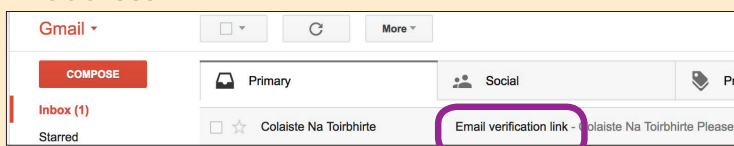
4. Enter YOUR OWN email address



5. Login



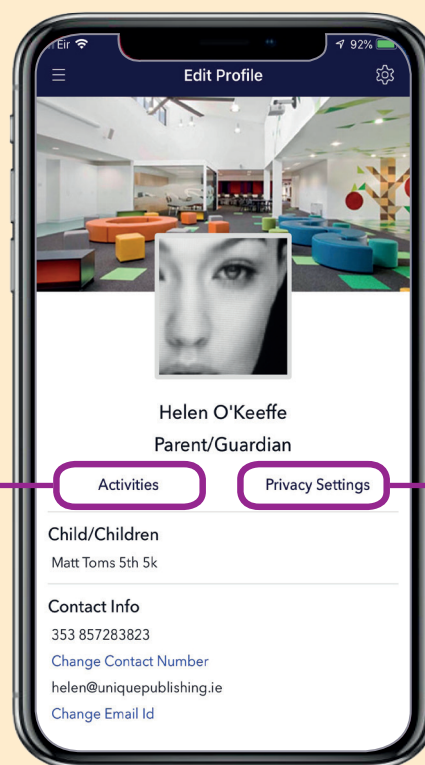
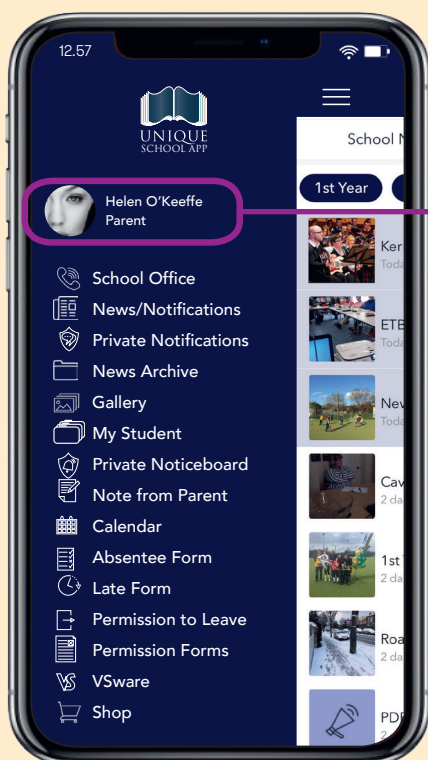
6. Verify – a verification email will be sent to YOUR email.



Click 'Verify Email' in the email

**Can't find the verification email?** – Check your junk mail

# EDIT PROFILE

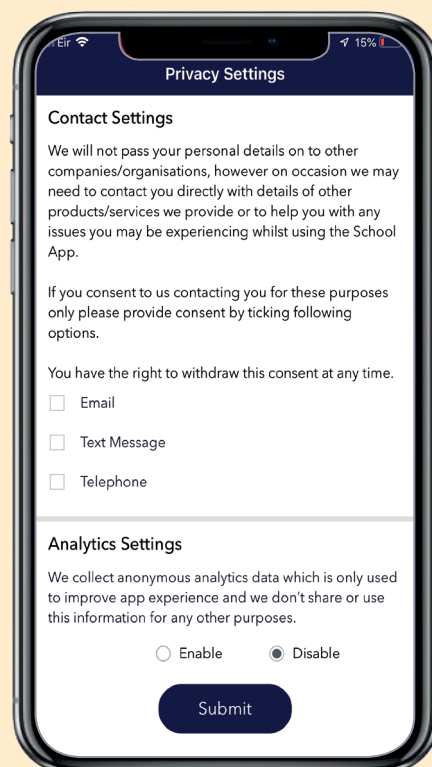
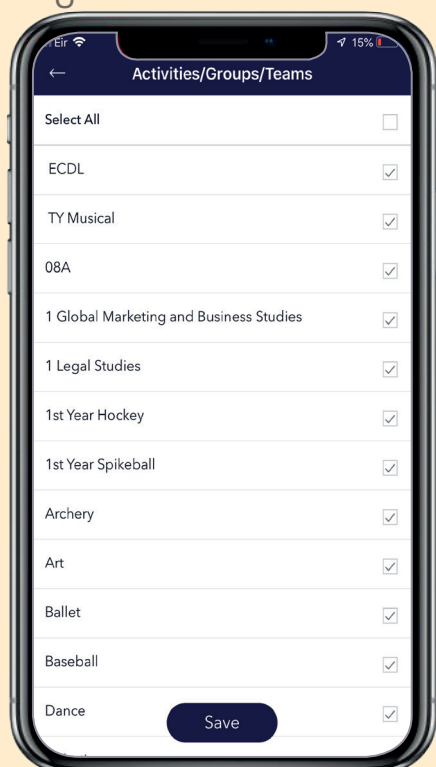


## PROFILE ACTIVITIES

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.

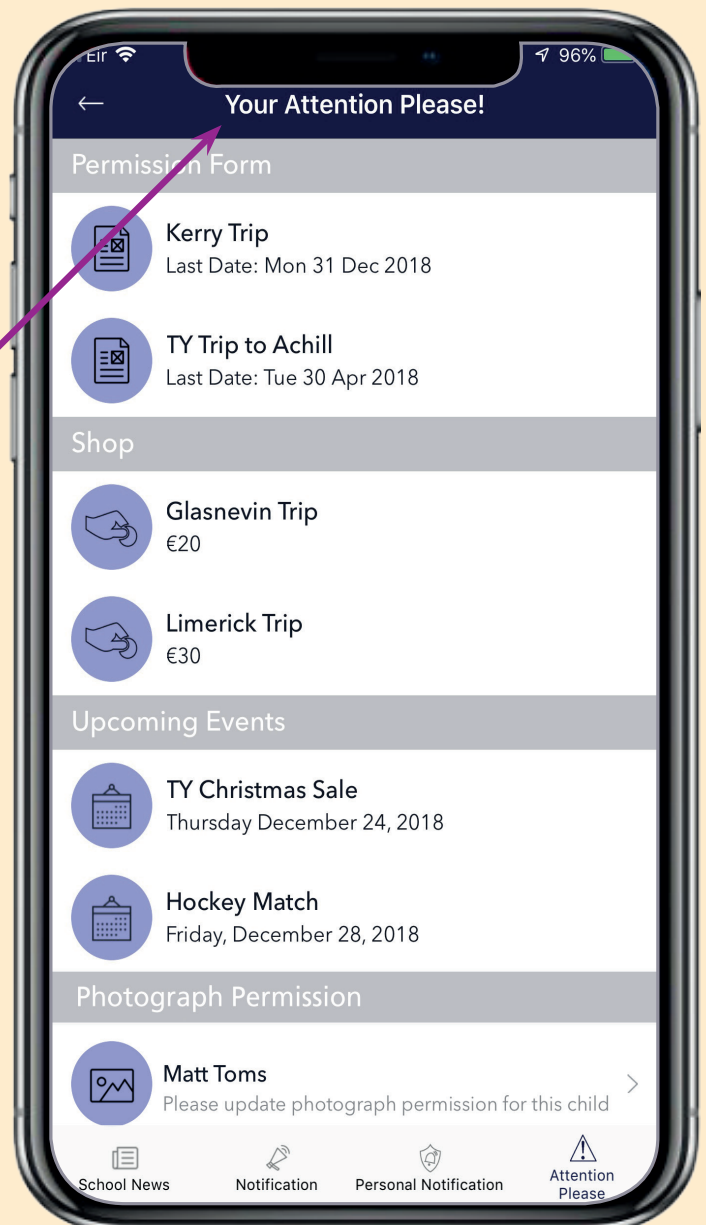
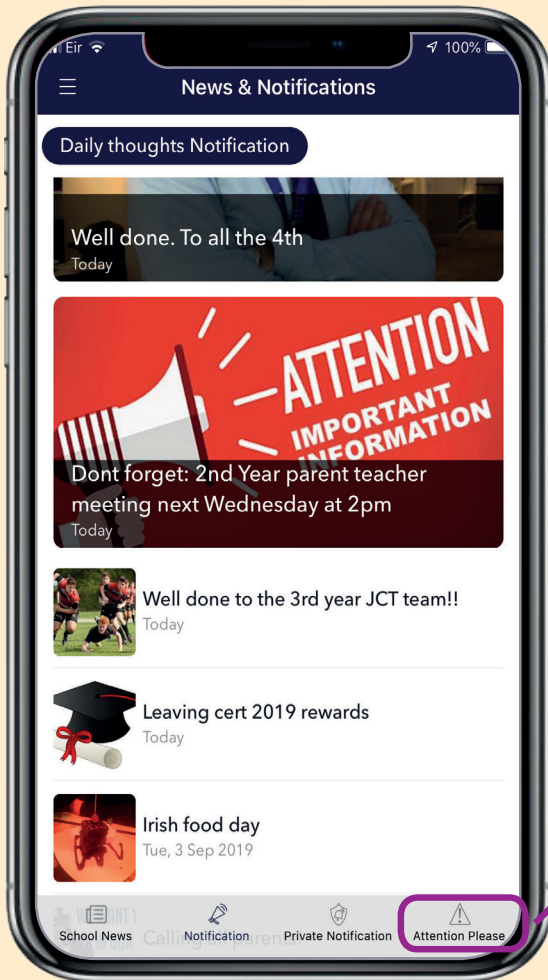
## PRIVACY SETTINGS

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

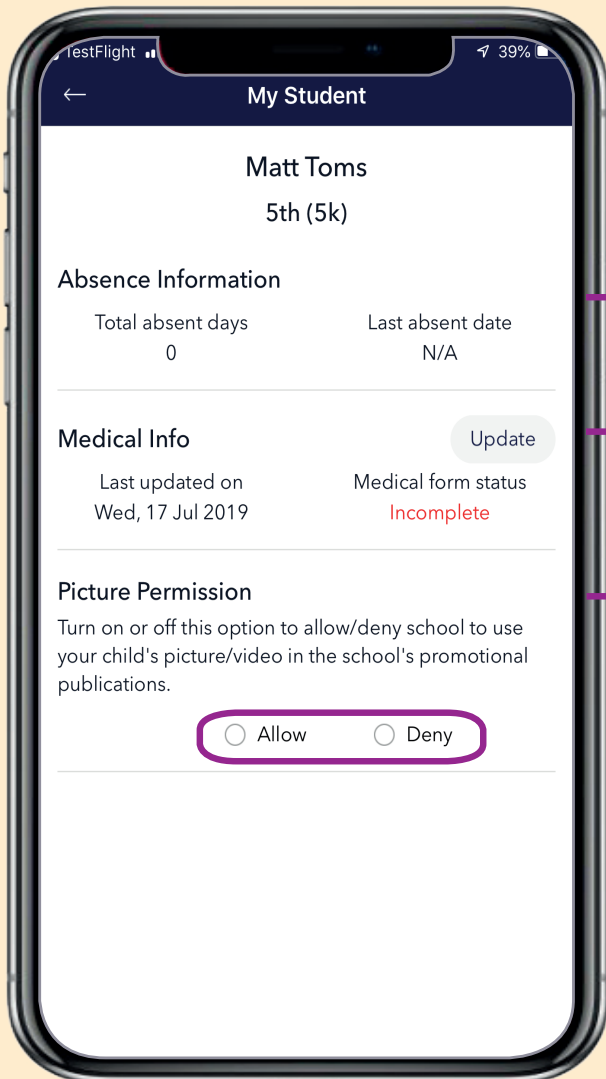


# DASHBOARD ALERTS

Your App will open on the News & 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.



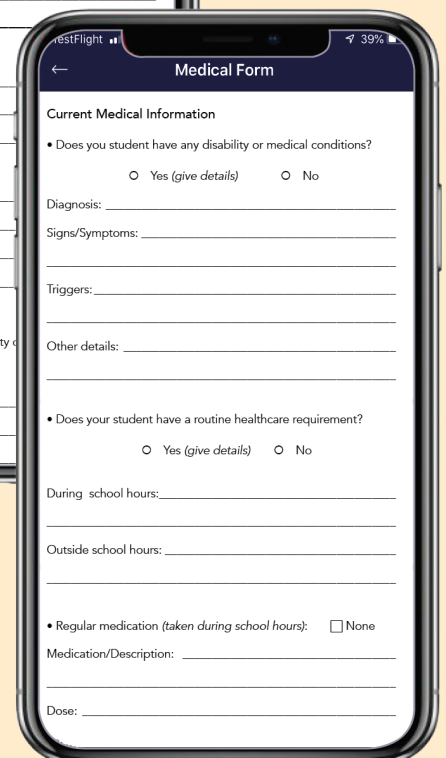
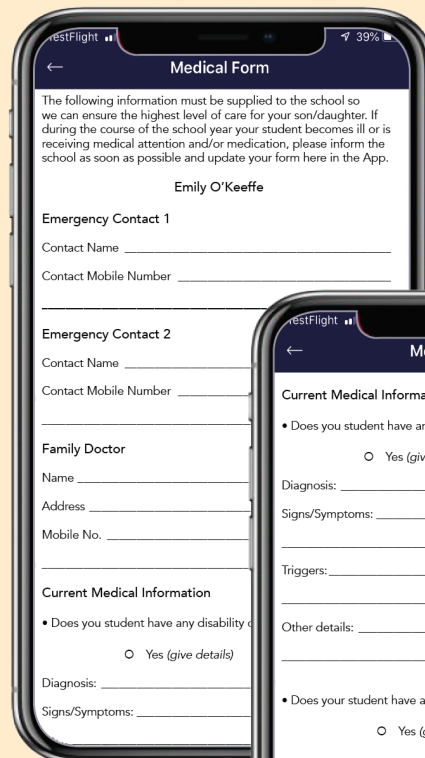
# MY STUDENT



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

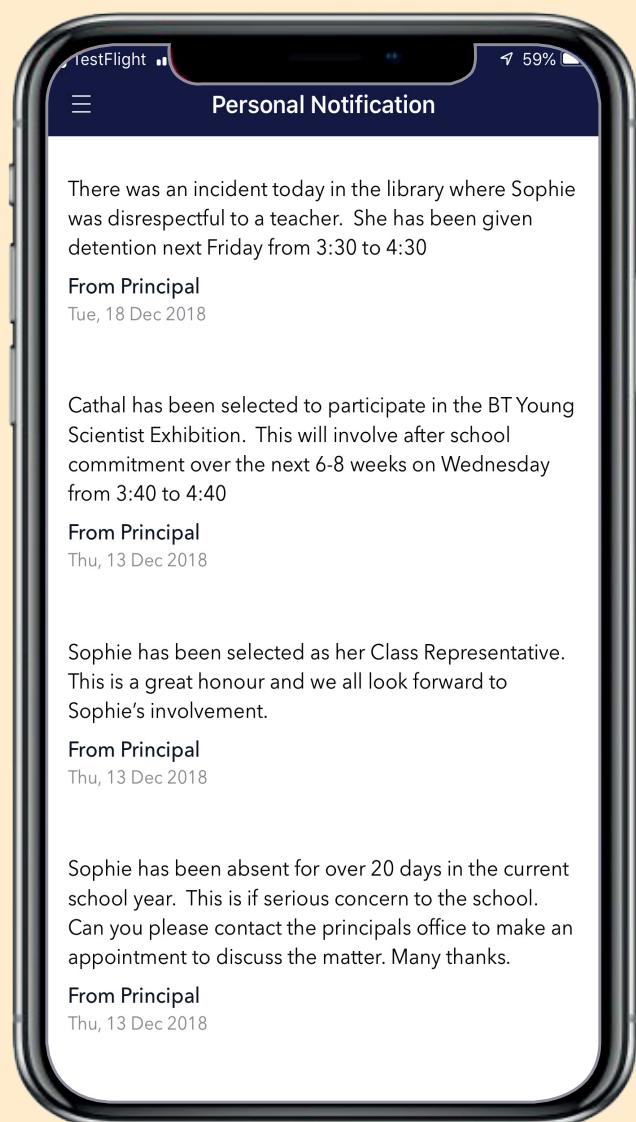


# PRIVATE COMMUNICATIONS

## No more Whats App!

### Personal Notification

School can send private messages to individual parents.



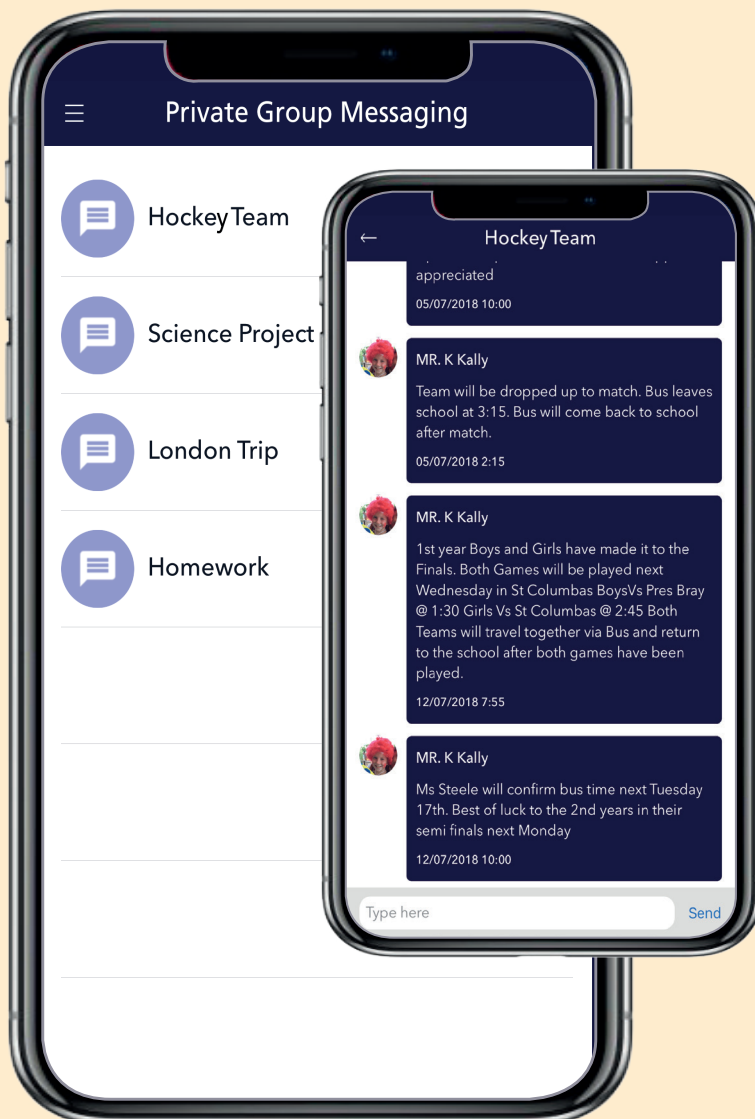
### Private Group Messaging

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.**



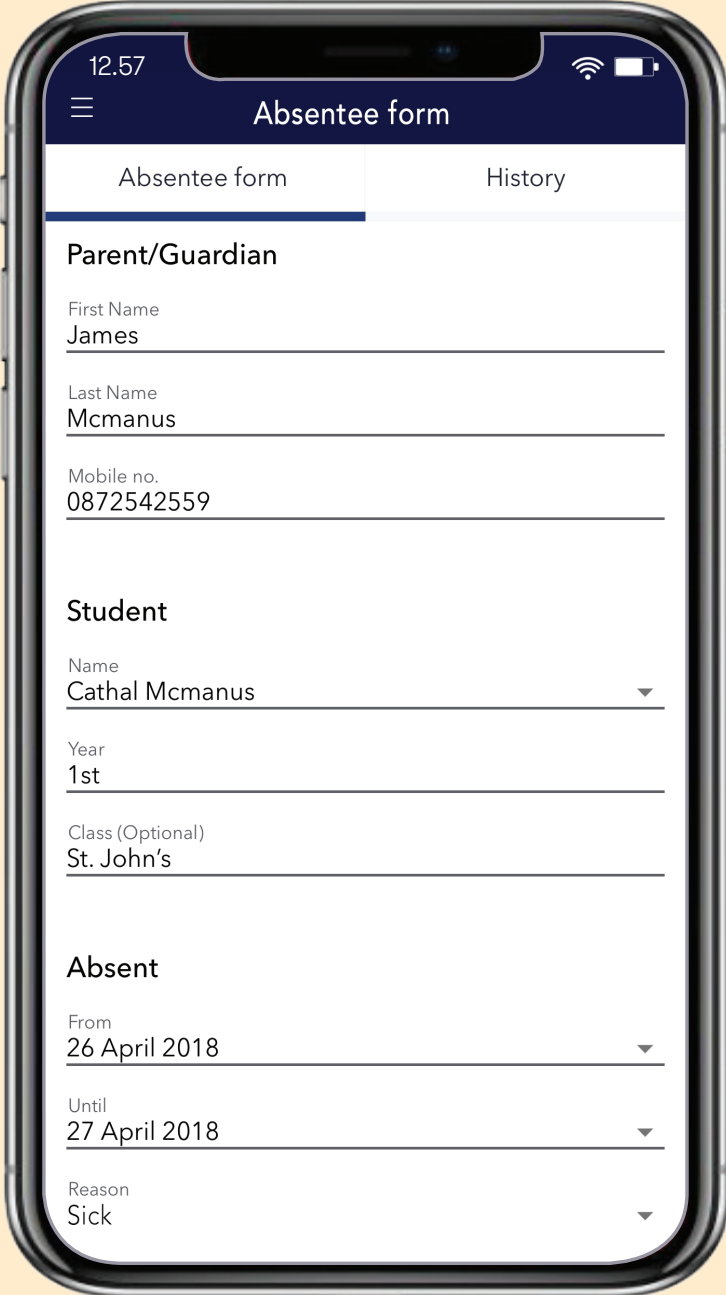


# ABSENTEE FORMS

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. The top bar is dark blue with the time '12:57', signal strength, and battery icons. Below the title 'Absentee form' 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 with labels and values. Three purple arrows point from the right side of the screen to specific fields: the 'Name' field in the 'Student' section, the 'From' date field in the 'Absent' section, and the 'Reason' field in the 'Absent' section.

Section	Field Label	Value
Parent/Guardian	First Name	James
	Last Name	Mcmanus
	Mobile no.	0872542559
Student	Name	Cathal Mcmanus
	Year	1st
	Class (Optional)	St. John's
Absent	From	26 April 2018
	Until	27 April 2018
	Reason	Sick

Annotations:

- Select student name
- Select date from drop down box
- Select date / 'not sure' from drop down box
- Select reason from drop down box and add further information as applicable

# NOTE FROM PARENT & LATE FORM

The smartphone screen shows the 'Note From Parent' form. At the top, there are two tabs: 'Note From Parent' and 'History'. The form is divided into sections: 'Student' with a dropdown menu for 'Name' showing 'Matt Toms'; 'For Attention of' with a dropdown menu for 'For Attention of'; a large text area for 'Note'; a blue link 'Include signature here'; and 'Parent/Guardian' information: 'Helen O'Keeffe' and '7/8/2019'. A dark blue 'Submit' button is at the bottom.

→ Select recipient from drop down list

→ Type in custom note

→ Click & sign using your finger

The smartphone screen shows the 'Late Form' form. At the top, there are two tabs: 'Late Form' and 'History'. The form is divided into sections: 'Student' with a dropdown menu for 'Name' showing 'Matt Toms'; 'Late Note' with a dropdown menu for 'Arrival Date and Time' showing '2019-08-07 9:55 AM'; a dropdown menu for 'Reason'; a text area for 'Further Details'; a blue link 'Include signature here'; and 'Parent/Guardian' information: 'Helen O'Keeffe' and '7/8/2019'. A dark blue 'Submit' button is at the bottom.

→ 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.

The image displays two smartphone screens from the 'Permission To Leave' app. The left screen shows the 'Permission To Leave' form, and the right screen shows the 'History' tab.

**Left Screen: Permission To Leave Form**

12.57

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

**Right Screen: History**

12.57

Permission to Leave

Permission To Leave | History

Current timezone: GMT+0100 (IST)

**Form 1:** 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

**Form 2:** 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

**Form 3:** Sent on Wed, 7 Mar 2018

Student Name: Sophie Mcmanus

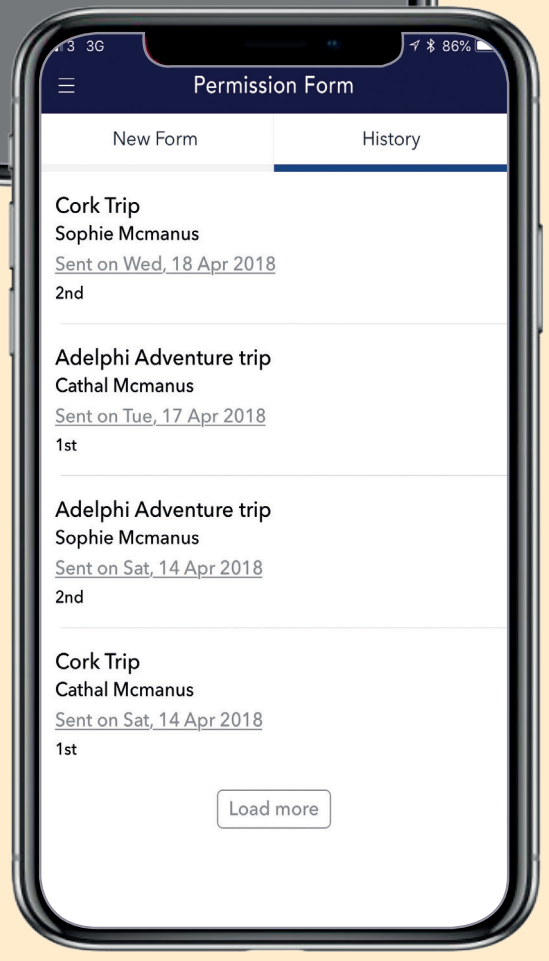
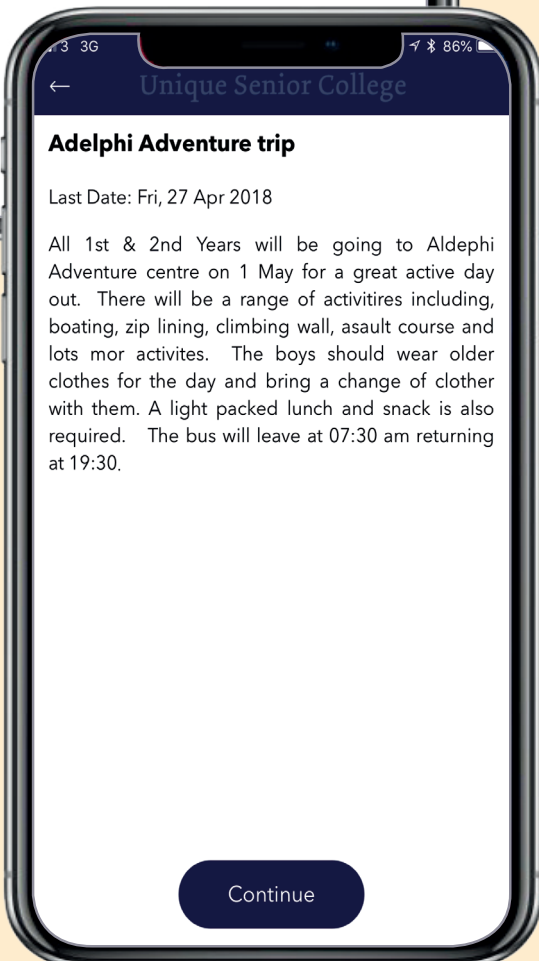
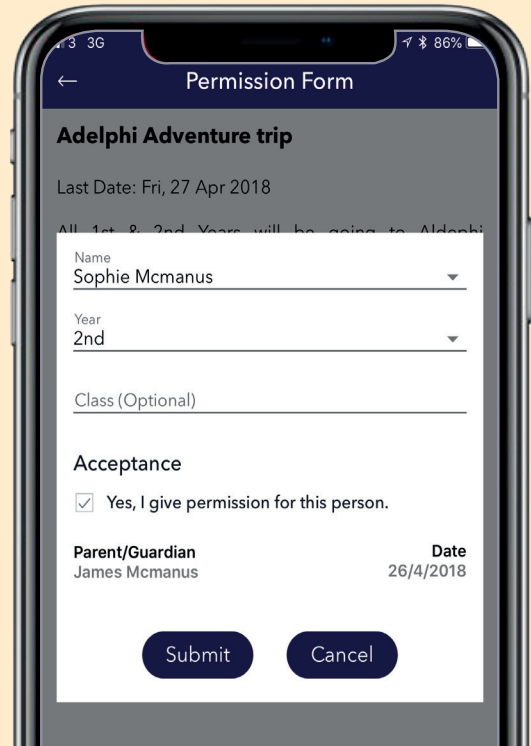
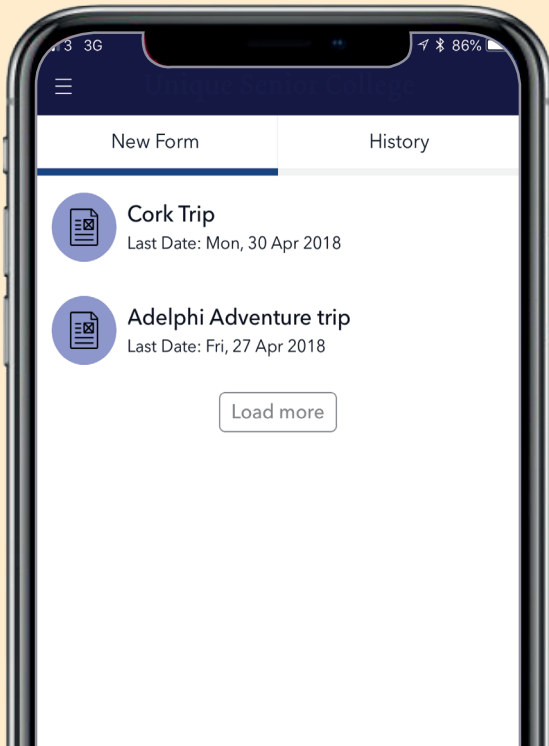
Reason: Sick

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.





# LORETO, ST. STEPHEN'S GREEN APP



**AVAILABLE TO DOWNLOAD NOW**

Search *Loreto, St. Stephen's Green* on either

**Google Play (Android) or App Store (IOS)**

and download directly to your device.



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