



Dear Parents and Carers,

We are writing to inform you that we are introducing a new app called My Ed. This will replace our current Text Messaging service and our current app from Ourschoolsapp. This will give us a one-stop place for information and messaging.

This is available to download immediately. Download to your smartphone is as simple as taking a photograph – select your camera icon and hold the camera over the 'SCAN ME' QR code printed below, select our school, enter your details (which will allow the system to link you with your child). You will then receive a verification code to enter and the app will download.

Or, go to your app store and search for My Ed and download the app.

The promotional banner for the My Ed app is set against a white background with a blue border. It features several icons and text blocks:

- MY Ed**: The app's logo, with 'MY' in blue and 'Ed' in white inside a blue speech bubble.
- Forms**: Represented by a blue clipboard icon. Text: "Fill in forms securely on your app and return them directly to school."
- Important Links**: Represented by a blue cursor icon pointing to a text box containing 'http://'. Text: "Important links to the websites used regularly"
- Key Dates**: Represented by a blue calendar icon showing the number '28'. Text: "Important dates the school needs you to know."
- News**: Represented by a blue book icon. Text: "Access the latest school news."
- Info Packs**: Represented by a blue information icon (i). Text: "Digital information packs reduces time, hassle & paper."
- GET THE APP HERE**: A vertical blue box with a white download arrow icon at the top.
- SCAN ME**: A QR code located below the 'GET THE APP HERE' box.

At the bottom of the banner, there is a dark blue button with the text "Find out more" and a light blue bar with the website address [www.myedschoolapp.com](http://www.myedschoolapp.com).

## How the My Ed app is different, and what it can do for us:

- My Ed will allow us to send individual and group messages to parents via the app. It is imperative that you download the app as this will be the primary form of communication to parents
- My Ed provides a one-stop source of School information including key dates, news and general information, with links to all the websites your child uses in school
- My Ed allow us to send e-forms to parents for events such as school trips, surveys etc. Parents can complete forms from your phone, at any time, and immediately return these electronically, saving time, administration and paper
- We can easily and instantly share documents with you, using QR code technology
- School can identify parents that have not downloaded the app. Parents accounts are linked to your child, enabling us to send information to individual parents
- Parents can report absences through the app at any time of day using the absence hotline message icon

Please can you help support school and ensure effective and efficient two-way communication by downloading the app.

We plan to run both our current Ourschoolsapp app and the new **MY Ed** app simultaneously until 31<sup>st</sup> March. After this date, we will be using My Ed only. Please can you download the app as soon as possible and enjoy the benefits of My Ed. If you require any assistance with the app, please do not hesitate to contact the office.

Thank you.

Lauren McCaffrey  
Head of School

