



**Lepton C. E. (VC) Junior, Infant
& Nursery School**

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Mr Tom Burns
Headteacher

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Dear Parents and carers,

Welcome back. I hope you had a wonderful Christmas and a very happy New Year. Over the last term we have been working to develop more effective methods for home school communication. After some initial teething problems, I am pleased to announce, the School Jotter App can now be customised to receive the messages relevant to you and your children.

This includes:

- Year Group messages/letters
- After school club notices
- PTA events and messages
- Governor messages
- Special school events / trips
- Direct messaging to you from school
- School closures and changes of school events

All school letters will now only be distributed on the website. You will receive a notification through the App and you can view the letters and website via the App.

You can use the App without a password and you can edit which notices to receive. Some whole school messages will be sent to everyone and there is no slider to opt in or out, for this type of message.

We will provide you with a personal login and password. This only has to be used once and the App will remain logged in to you. This allows school to send personalised messages to you and vice versa. The login is not necessary to receive all other notices, it is just for personal messages for parents and carers. This means other family members, childminders etc. can download the App and receive relevant notifications.

You can also access all school letters at any time, directly through the school website, without the App.

Instructions for downloading the free APP and how to set which notifications and messages you receive, are on the back of this letter. A sealed envelope with personal login details will be sent home with pupils. Please note, Nurse and Reception logins are to follow later.

We have had very positive feedback so far and the App is helping school to be more environmentally friendly, cost effective and will eliminate the lost letter in the school bag scenario.

We are here to help with any issues you have in accessing the App and we look forward to sharing with you the fantastic news, events and achievements of our pupils.

Yours sincerely

Mr Burns



HOW TO DOWLOAD AND CUSTOMISE THE SCHOOL JOTTER APP

TO DOWNLOAD :

Google Play for Android phones

App Store for Apple I phone

Search for “School Jotter”. Download and follow the instructions, selecting Lepton C.E as your school.

TO LOG IN :

If you have a login and password, enter them to receive personalised messages from school.

PLEASE NOTE, YOU DO NOT HAVE TO HAVE A LOG IN TO USE THE App TO RECEIVE NOTICES FOR CLASSES, CLUBS, EVENTS AND WHOLE SCHOOL MESSAGES.

CUSTOMISING THE App TO YOU :

Open the App,

Open the menu (top left hand corner symbol)

Select settings

Select notices

Slide the sliders to green for any groups you wish to receive info from

Side the slider to white to remove info from groups you don't require

(If you do not receive any notices over time, check in your phone settings you have allowed the App to receive push notifications)

TO VIEW LETTERS FROM THE App :

Select Link from Dashboard page or the menu page

Click on the blue Lepton Link

Click on the letters icon on the website home page

The App has many other very useful tools, such as the school calendar, photo galleries and school news. We have had very positive feedback from parents so far and we are here to help if you have problems getting started.