



Communications

Dear Parents/Caregivers,

This year we will continue to use the School Enews app as our communication channel. The app will be used for the distribution of our newsletters and other essential school communication.

The app also allows us to send out quick alerts to our whole school community in a timely and efficient manner. To ensure that you remain up to date with not only whole school operations, but important information regarding your child's stage, please download the app and subscribe to

- Newsletters
- P&C
- PSSA (for students in Year 3-6 who participate in PSSA sports)
- Your child/children's year groups

The School Enews app will also be used to distribute relevant P&C information. Notes for P&C events requiring permission and/or payment will continue to be sent home on yellow coloured paper. Cash payments ONLY will be accepted and must be in a clearly marked envelope and placed in the P&C Red collection box in the school office.

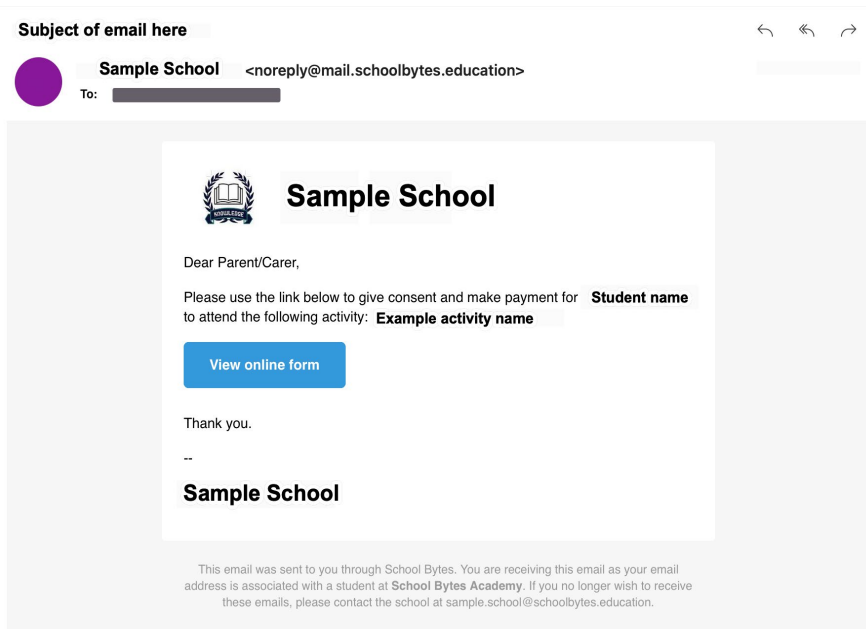
To streamline our excursion and payment processes we will be using School Bytes to capture digital permission and to link directly to our online payment system. School Bytes can be translated into the following languages:

Arabic	Simplified Chinese
Hindi	Japanese
Korean	Spanish
Thai	Vietnamese

To access the School Bytes payment portal or to sign an online permission note, you will receive an email from the school, sent from School Bytes, with a unique link you can select. Emails will be sent to the family email address recorded in our student administration system.

Please ensure that the school has your up-to-date email address.

This link will automatically log you into the School Bytes application where you can then continue to make a payment or enter the details into your online permission note.



The emails are sent from **noreply@mail.schoolbytes.education**. If you are not receiving these emails, please check your spam/junk mail folder and add the email address to your safe senders list.

When parent permission is required for a student activity, such as an excursion, an email will be sent to you, with a link to open the secure online permission form.

The online form will contain information about the activity or excursion, as well as a section for you to complete and sign (with your mouse or finger). If the activity involves a cost, the online form will show a make online payment button.

Information submitted by you will be stored securely for the school to review. Your individual response can only be accessed by school staff, due to the sensitive nature of the information you provide.

School Bytes allows you to view any fee amounts that you have owing and you will be able to allocate any credit you have for your family when making a payment in the parent payment portal.

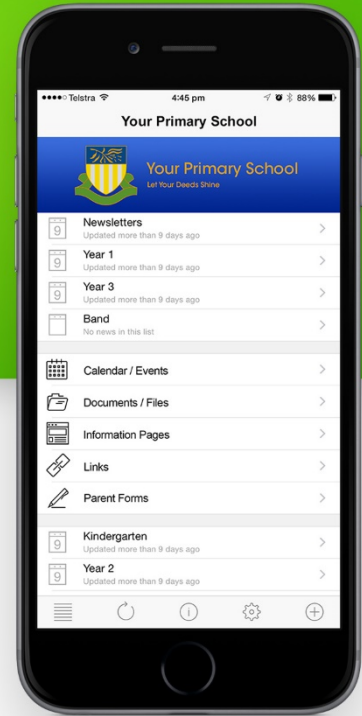
The School Bytes payment portal is linked with the Westpac parent online payment (POP) system. Once fees are selected to pay in the School Bytes payment portal, you will then be prompted to enter your card details and finalise your payment.

Mrs Sharon Simpson
Principal



SchoolEnews

Schools send free alerts and notes, newsletters, notices, events, news and more to parents.



How to install School Enews

iPhone and iPad Users

- 1) Press App Store icon on your device
- 2) Press Search and type in "Enews"
- 3) Press "Get", the app will download
- 4) Press "Open" and accept "push alerts"
- 5) Search for your school name

Android Users

- 1) Press Play Store icon on your device
- 2) Press magnifying glass and type in "Enews"
- 3) Press "Install", the app will download
- 4) Press "Open"
- 5) Search for your school name

Configure Push Alerts

- 1) Press "Settings / Cog" icon
- 2) Turn off the lists you don't want

Other Smartphones and Tablets

Visit <http://app.schoolenews.com> for more apps

School Enews delivers news directly to parents and students!



Subscribe for Email Updates

- 1) Visit your school website
- 2) Click "School Enews" or "Newsletters & Notes" top heading (might differ slightly)
- 3) Under the "Subscribe" heading, tick on appropriate lists
- 4) Enter in your name and email address.
- 5) Click Subscribe (IMPORTANT: An email will be sent to your email address, you MUST click the "Activate Now" inside this email that is sent to you)



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