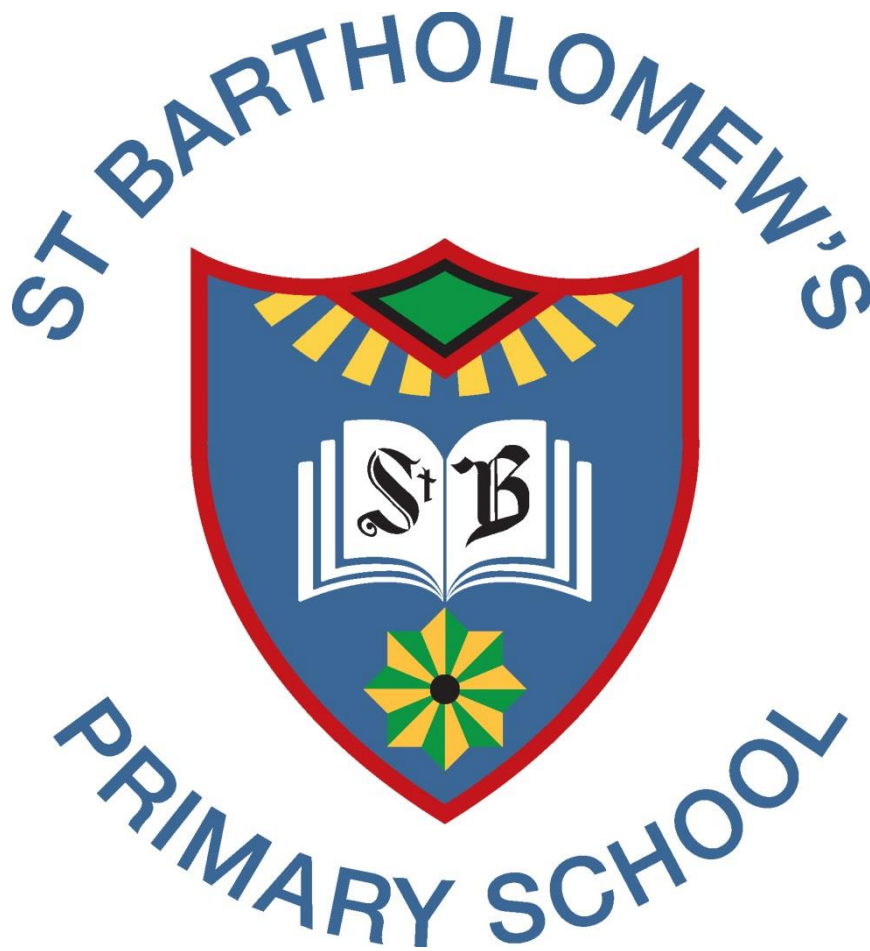


# St Bartholomew's Primary School

Let Our Values Excel



## School Handbook

Last updated: October 2022

## Welcome to St Bartholomew's Primary School

Dear Parents/Carers,

Welcome to St. Bartholomew's Primary School. We are a Roman Catholic Primary School serving the population of Castlemilk. The home, Church and the school form a partnership, at the centre of which is your child.

My name is Angela Fitzpatrick and I am privileged to be the Head Teacher of St Bartholomew's Primary School.

As Head Teacher it is my intention that your child will receive the highest standard of education possible within a caring Catholic environment. I am committed to creating every opportunity for your child to succeed and to be a motivated, confident and ambitious individual.

Our school has a happy, positive ethos based on our gospel values. We have very high expectations of pupil behavior and children are guided to take responsibility for making positive choices. Children are rewarded for their efforts and we invest considerable time building our children's confidence and self-esteem. We ensure the highest level of pastoral care for our children and families.

Our school community is an extension of our school and we aim to develop relationships in an atmosphere of trust and partnership. We welcome the opportunity for you to be a partner in your child's learning and we encourage you to become involved in the life of the school. Parental engagement is very important to us in St Bartholomew's Primary and we welcome your involvement as a full member of our school community through our Parent Council or as part of the wider Parent Forum.

Please contact myself at the school if you ever have any queries. I will be delighted to help you in any way I can.

Angela Fitzpatrick

Head Teacher



## School Vision & Values

### Vision Statement

St Bartholomew's Primary School is a Catholic Community with a distinct identity which welcomes all cultures and beliefs. We have a clear sense of purpose and are dedicated to the principles of Catholic Education.

Through this Commitment we aim to set the highest standards in all aspects of education for all the community, by creating a happy, nurturing and secure environment where all pupils feel safe and valued.

We endeavour to create responsible citizens who encourage respect for all in society regardless of race, gender, religion or disability.

We recognise the importance of working closely with parents, parish and the wider community in order to promote the best possible opportunities for all pupils and to ensure that our school is recognised and valued within that Community.

### Values

Our Values determine the character of our school and are central to the creation of a positive, Catholic ethos.

**Trust      Respect      Acceptance      Compassion**

**Let Our Values Excel**

### Our School Rules



**Respect Yourself  
Respect Others  
Respect Property**



### School Information

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required. Alternatively you can take a photo of it and store it on your mobile.

#### Contact Details:

30 Castlemilk Drive  
Glasgow  
G45 9TR

**Phone: 0141 634 7114**

**Absence Line: 0141 287 0039.**

**Email: [headteacher@st-bartholomews-pri.glasgow.sch.uk](mailto:headteacher@st-bartholomews-pri.glasgow.sch.uk)**

**School Website:**

<https://blogs.glowscotland.org.uk/gc/stbartholomews/>

**Twitter: @stbartholomews1**

**School App on Apple and Google Play stores as: "St. Bartholomew's Primary"**



## **Background information:**

- Co-educational school
- Denominational
- Stages taught: P1-P7
- Current Roll: 291
- Capacity: 330

## **School Staff**

A full list is available on the school website and parents will be updated on any changes as required.

The **Senior Leadership Team (SLT)**, and their Pastoral Care year groups, are as follows:

### **Headteacher:**

**Mrs Angela Fitzpatrick**

### **Depute Headteacher, ASN and Primary 1s:**

**Ms Colette Mullan**

### **Principal Teacher, Nurture and P2, P3/2 and P3:**

**Mrs Mary Anne Savage**

### **Principal Teacher, P4, P5/4 and P5:**

**Mrs Larissa Small**

### **Principal Teacher: P6, P7/6 and P7:**

**Mr David Middleton**

## **Enrolment**

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office. Enrol is now conducted online – see the link below.

Families living out with the catchment area are welcome to make a placing request to attend Glasgow Primary School but must enrol their child online as a first step. Further information is available using the following:

<https://www.glasgow.gov.uk/index.aspx?articleid=18426>

## **Organisation of Classes**

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage.



## The School Day



All pupils follow the same school day.

Primary 1- 7	
Morning 1	09:00-10:45
Interval	10:45-11:00
Morning 2	11:00-12:15
Lunch	12:15-13:00
Afternoon	13:00-15:00

P1 children will remain in school until 15.00 from the first day of term.

## School Holidays

Details of holiday dates are available on the Glasgow City Council website:  
<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

## Pupil Absence

Within St Bartholomew's Primary School good attendance is always encouraged. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

All calls must be made to the **Pupil Absence Reporting Line on 0141 287 0039**. The line is open between 08.00 -15.30 Monday to Friday.

Alternatively you can use the online form on the Glasgow City Council website:  
<https://www.glasgow.gov.uk/index.aspx?articleid=18832>

## Medical & Healthcare

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter.

If a child becomes ill during the course of the school day, he/she may be required to be sent home. Please ensure that you keep the school informed of all contact details.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office

## **Emergencies**

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport and power failures or difficulties with fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, twitter, school app, website and the local media etc.

## **School Uniform**

The school uniform is:

- White shirt
- School tie
- Navy trousers/skirt/pinafore
- Navy jumper or cardigan with school badge
- Black plimsoles for indoor wear
- Trainers for PE



Jumpers, cardigans, polo shirts with the school logo and ties are only available from BE School wear. Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending St Bartholomew's Primary School will adhere to this dress code. Pupils should come to school dressed for the Scottish weather, as we often take learning outdoors e.g. waterproof jackets and appropriate footwear.

## **PE Kit**

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery, including earrings, should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson, wherever practical and possible, by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

There are forms of dress that are unacceptable in school, such as items of clothing which:

- Could cause rows/fall outs (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, high heels, jewellery)
- Could cause damage to flooring
- Carry advertising; particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils

## **Clothing & Footwear Grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,860\*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £7320) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

## **School meals**

Our school provides a lunch service which offers a variety of meals and snacks. Medical diets for children can be provided. Further information can be found here:



[http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical\\_Diet\\_Leaflet%20-%20June%202017%20WEB.pdf](http://www.fuelzoneprimary.co.uk/UserFiles/files/Medical_Diet_Leaflet%20-%20June%202017%20WEB.pdf).

Children who prefer to bring packed lunches will be accommodated in a suitable area.

All children in P1-5 are entitled to a free school meal.

If you plan to send your child/children to breakfast club, you should inform the staff of any medical dietary requirements.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (where income is less than £7920\*), Child Tax Credit only (where income is less than £16,500\*), Universal Credit (where income is less than £7,320) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

The dinner school operated using **ParentPay**, pupils select their lunch choice in the morning during registration, although this can be selected at home the night before. No changes can be made once a selection has been made.

## **Parent Pay**

Glasgow City Council have introduced an online payment solution called ParentPay into all primary and secondary schools across the city. ParentPay is used to pay for all school trips, concert tickets, uniforms, meals etc. and will enable us to remove all cash and cheques from schools.

We will send you an activation letter when you start school containing your activation details to enable you to set up your ParentPay account. If you have more than one child

at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools. Please activate your account as soon as possible.

Parent Pay enables you to pay for trips and other items such as tickets, uniforms, clubs etc; offers a highly secure payment site; gives you a history of all the payments you have made; allows you to create a single account login across all your children that attend a ParentPay school; shows you all items available for payment relevant to each of your children; emails a receipt of your payment to the email address you register; and offers you the ability to set automated payment reminders.

### **Transport**

The education authority has a policy of providing free transport to all pupils who live out with a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

### **Transfer from Primary to Secondary School**

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Parents and carers will be informed of the school arrangements no later than December of P7.

Children from our school normally transfer to:

#### **St Margaret Mary's Secondary School**

**9 Birgidale Road**

**Glasgow**

**G45 9NJ**

**Phone: 0141 582 0250**

Email: [headteacher@st-margaretmarys-sec.glasgow.sch.uk](mailto:headteacher@st-margaretmarys-sec.glasgow.sch.uk)

WEB: [www.st-margaretmarys-sec.glasgow.sch.uk](http://www.st-margaretmarys-sec.glasgow.sch.uk)

St Margaret Mary's staff work with our pupils from Primary 6 onward to prepare them for the transfer to secondary school.

### **Communication with Parents**

At St Bartholomew's Primary School we use a variety of ways to keep in touch.

***Open Door Policy*** – We welcome our parents/ carers into the school and the Senior Leadership Team are available for all parents and carers providing they are not teaching or in another meeting. Please telephone the school to request a member of the SLT to return your call or to arrange an appointment. We are glad to be opening our doors again following Covid, and have lots of opportunities scheduled this year for parents and guardians to come into the building to interact with teachers and pupils, we look forward to working with you all again.

***Newsletters & Dates for the Diary*** – will be sent out on a regular basis to keep parents informed about the life and work of the school. Paper copies are now limited and most information is now sent via email.



**Letters** – further information which requires a response may be sent out in letter form.

**School website/Twitter/School App** – will contain a great deal of information about the school. It is a good idea to check this regularly.

<https://blogs.glowscotland.org.uk/gc/stbartholomews/>  
and [@stbartholomews1](#)

**Meetings** – Parents' evenings are scheduled for January/February and will provide an opportunity to discuss your child's development and progress with the class teacher. There will be various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work such as workshops and class assemblies. Teachers also continue to utilise our online platforms such as Twitter, the school website, Seesaw, Showbie and the school newsletter to keep our parents informed.

**Report Cards**- We issue Interim Report Cards in November followed by the end of year Report Cards in June.

### **Emergency Contact Information**

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you tell us if there are changes to your telephone number(s) or to those of your emergency contacts.

### **Data Protection – use of information about children and parents/carers**

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010>  
Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069>.

### **Appointments during school hours**

If your child has an unavoidable appointment, please give them a letter for their class teacher and then collect them from the school office at the specified time. A copy of the appointment letter should be shown to office staff.

### **Comments & Complaints**

In St Bartholomew's Primary School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

[headteacher@st-bartholomews-pri.glasgow.sch.uk](mailto:headteacher@st-bartholomews-pri.glasgow.sch.uk)

Glasgow City Council complaints procedures are available:

<https://www.glasgow.gov.uk/index.aspx?articleid=16133>

Customer Care Team  
Customer & Business Services  
Glasgow City Council  
City Chambers  
Glasgow G2 1DU

Tel: 0141 287 0900

e-mail: [customercare@glasgow.gov.uk](mailto:customercare@glasgow.gov.uk) or [education.customercare@glasgow.gov.uk](mailto:education.customercare@glasgow.gov.uk)

The above website also includes information on data protection and freedom of information.

## **Curriculum**

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all 3 to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE). Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at St Bartholomew's Primary School we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Literacy & Languages	Numeracy & Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below.

<b>Level</b>	<b>Stage</b>
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

**Expressive Arts:** The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills. The confidence built through Expressive Arts has tremendous spin-offs for confidence in learning generally. This year we are delighted to have Baby Strings operating in the school providing our learners with instrumental tuition for P2-P7 and

initial music inputs in P1. We will be celebrating the success of our talented individuals with a Musician of the Month awards.

**Health and Wellbeing:** Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

**Science:** Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

**Social Studies:** Through social studies, children and young people develop their understanding of the world by learning about other places, societies and people, both past and present, their beliefs and values

### **Religious Education:**

Religious Education is a core subject in all schools and provision is made for this in our school curriculum. We follow the 'This Is Our Faith' programme and Pupils receive RE lessons on a daily basis and participate in liturgical and prayer services throughout the year. Presently our school chaplain is Fr. Ian Bathgate. The school attends Saint Bartholomew's Church for First Friday Mass and Lenten/Advent Services.

Our children are prepared and presented for the Sacraments at the appropriate level of development:

- P3 Sacrament of Reconciliation.
- P4 Sacrament of Holy Eucharist.
- P7 Sacrament of Confirmation

Preparation for the Sacraments is seen as a commitment from home, parish and school. It is the responsibility of parents to contact the priest of the parish in which they live to request that their child may be presented for the Sacraments.



**Literacy and Languages:** Learning to listen, talk, read and write provides key skills for learning life and work. Literacy extends beyond working with traditional printed text to include audio and other forms of visual text, and addresses a wide range of genre. This year we have a Literacy Leader of learning who will be supporting the delivery of this aspect of the curriculum ensuring pupils across the school reach their full potential in Literacy. Knowing other languages and understanding other cultures, is a 21st century skill set for students as they prepare to live and work in a global society. In addition, in St Bartholomew's all pupils receive Spanish lessons.

**Numeracy and Mathematics:** Numeracy and Mathematics equips us with the skills we need to calculate, interpret and analyse information, simplify and solve problems, assess risk and make informed decisions – all key life skills. Each month we celebrate our pupils' success in Maths and Numeracy with our Mathematician of the Month award.

**Technologies:** The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics. This subject helps illustrate the application of science in the world.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

### **Useful websites**

[www.curriculumforexcellencescotland.gov.uk](http://www.curriculumforexcellencescotland.gov.uk)

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

### **Assessment & Reporting**

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in February. An annual report is sent to parents towards the end of each school year.

If you have any concerns about your child's progress do not hesitate to contact the school.

### **Support for Pupils**

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.



Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to Additional Support Needs is also available on the Glasgow City Council website . [www.glasgow.gov.uk/index.aspx?articleid=8627](http://www.glasgow.gov.uk/index.aspx?articleid=8627)

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/index.aspx?articleid=17870>

### **Nurturing City**

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens

understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

### **School Improvement**

On an annual basis, we prepare a Standards and Quality report which highlights our progress in key curricular areas such as literacy, numeracy and health & wellbeing. This report is posted on the school website, but we will also be happy to issue you with a hard copy. Our annual priorities for improvement are detailed in our School Improvement Plan which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

### **Promoting Positive Behaviour**

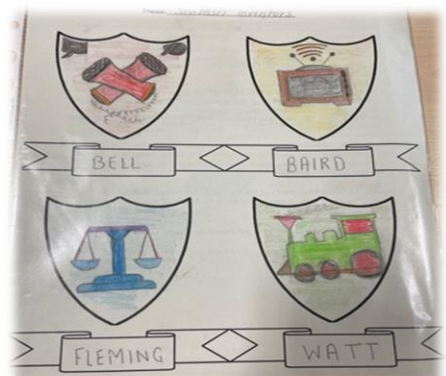
The approach within St Bartholomew's Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated. Living the values is celebrated through Rights Respecting Time each week and the Class of the Week/Head Teacher Weekly Awards/Head Teacher's Lunch/Year Star Challenge.

The highest standards of behaviour are expected of pupils at all times. Where this is not the case, a variety of sanctions are used. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour choices in their children.

### **School House System**

Last year we launched our new School House System which we are delighted to report was a great success! We have four houses, Baird, Bell, Fleming and Watt, named after the famous Scottish inventors. Every pupil will be allocated a house, led by our Captains and Vice Captains from Primary 7. Pupils will earn their house points for good work, behaviour and participation, thus linking to our promoting positive behaviour strategy. Everyone has the same goals, expectations and rules to follow. Pupils will compete in their houses during fun activities throughout the school year.

The house with the most points at the end of the year will win the St Bartholomew's House Cup!



### **Home Learning**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks, tasks will primarily be set online through their class Seesaw/Showbie. This is to help in reducing paper copies being printed as we make

progress in continuing to retain our Eco Schools status. A copy of our home learning policy is available on the website and on request from the school office.

### **Parent Council**

We have a very new Parent Council that represents the views of all parents. All parents are welcome to attend Parent Council meetings and can become members at the AGM in October. A list of current members is also available on request. Our Chairperson is Kayleigh Dowie

### **Rights Respecting Committee**

Our Rights Respecting Committee is made up of a representative, our Rights Ambassadors, from each class in P1-7. This is an important group which ensures that the rights of the pupils are being respected, their views are heard, and provides a valuable way of assisting the Headteacher, and other staff, with school improvement.



We also have our Sustainability Group, Eco Committee, Language Ambassadors and Outdoor Learning Committee and Music Champions. Each class has a representative which they nominate at the beginning of every year to carry out this role on behalf of their class. They are all pupil led groups that play a vital role in helping to shape the decisions made in the school concerning these areas.

We are also delighted to be taking part once again in the Glasgow Young People's Forum, with four pupils from P6 and P7 representing the school at the City Chambers, using their voice to shape discussions around policies and decisions making that matter to them.

### **Extra-Curricular Activities**

We have a wide range of activities that run between Monday and Thursday to extend the learning experiences of all pupils. These currently include football for boys and girls, science and maths, with further clubs planned to provide tailored support for our young people. Please check your child's schoolbag for information as places are popular and usually limited.

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes.

### **Useful addresses:**

Education Services  
City Chambers East  
School  
40 John Street  
Glasgow G1 1JL

Indigo After School Care  
c/o St Bartholomew's Primary

30 Castlemilk Drive  
Glasgow G45 9TR

Tel: 0141 287 2000  
[www.glasgow.gov.uk](http://www.glasgow.gov.uk)

Tel: 0141 634 6111  
[www.indigogrp.com/](http://www.indigogrp.com/)

## **Welcome to the St Bartholomew's Primary School app!**

The app is designed to keep you informed about your child's education and life in general at school, and to help cut down on paper and ink consumption. We will post information including school news, events, term dates, letters and contact details for example on the app and will also use it to send important messages. So whether you are out and about with your phone or at home with access to a tablet you will always have a quick and convenient way to find key information or simply browse. We will develop features of the app according to how it is used.

## **How to download the app**

You can download the app if you have an Apple or Android phone and/or tablet. Visit the Apple app store or Google Play on your device and search for "Scot Ed" and once you have downloaded the app, select St. Bartholomew's Primary. You may download the app onto multiple devices but will need to install separately on each one.



## **Key Tips**

1. Start by visiting the Settings page - see above, reached via 'More' tile (three horizontal lines on the Home page and turn on the classes that you are interested in. The app will then alert you to relevant messages in these categories.

*Please leave the Urgent alerts category turned on. This is for messages from the school to everyone about urgent matters.*

2. The Alerts tile contains a record of the alert messages you have been sent by the school. The circular counter on the app shows how many Unread messages you have.

3. It is a good idea to close the app when not in use. This allows content to refresh and you will not miss anything urgent since alert messages will pop up on your phone even when the app is off.

4. You can find a more detailed guide to navigating the app in the Information section of the app itself.

We hope this proves to be an easy and beneficial tool for you in accessing information between home and school.

