

4/08/2017

STUDENT ABSENCES

Dear Parents

Shortly we will be implementing a SMS system for student absences.

If your child/children has not arrived at school by 9.15am and we have not been notified of the absence, you will be sent a SMS informing you that your child/children has been marked “absent-unexplained” asking you to contact the school.

You can advise the school of student absences by either telephoning the office of 5977 8500 or through our Skoolbag App. If do not have the Skoolbag App, instructions for downloading are over the page.

Nicky Fammartino
PRINCIPAL





How To Install Skoolbag On Your Smartphone

For iPhone and iPad users:

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. You will see your school appear, click "Get" then "install".
4. The app is FREE to download.
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



For Android users:

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

For Windows 81 Phone and Windows 81 or 10 device users:

1. Go to the Windows Store on your 81 Windows Phone or Windows 81/10 Device
2. Search for "Skoolbag" in the keyword app search
3. Install the Skoolbag app
4. Find your school either by using the keyword search or location service.
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
6. Click the "More" button on the bottom right of the App, then "Setup"
7. Toggle the Push Categories that are applicable for you by tapping the on/off switch.

Please Note: The Skoolbag Windows App is for 81 version, Windows Phones, or Windows 81 and 10 devices.



SOMERVILLE RISE
Primary School

NOTIFY SCHOOL OF ABSENCES VIA THE SKOOLBAG APP

- Open eForms
- Open Absentee form
- Complete details for absence
 - Including date
 - Reason for absence
 - Grade
 - Ensure that you sign
- Hit summary & Submit

This will then send a message to the school notifying them of the absence.