



14th March 2024

Dear Parents,

iSAMS – iParent (Parent Portal) App

Following parents' queries about notifications and our concern as to whether parents can see all communications sent from the school office, we have met with the iSAMS iParent app provider and clarified the points below.

Viewing Folders

If you can't see your child/children's folders or can only see 'Whole School Parent Letters', please refresh your phone or log out and log in again. The folders should then be on your screen.

Notifications

A notification will be sent to the iParent App on your phone every Thursday. Notifications can be accessed via the 'Bell Icon' at the bottom right of the screen, which displays unread and read messages via their tabs.

Opening the App

- Open the iParent App
- Click the "i" icon (circled) at the bottom of the screen (Information).

Viewing the most recent letters/documents

- Look under the heading 'DOCUMENTS & FILES'
- Click on the 'Latest Documents & Files' tab - the 5 most recent letters/documents sent to parents are listed here. This will constantly refresh.

Viewing letters/documents relating to your children

- Click on 'View Documents & Files' - you will see folders relating to your children. Click on the folders to view information.

Searching for a letter/document - click on 'Search Documents & Files'

Magicbooking and School Cloud

- Click on 'Bookmarks and Web Links', which takes you to the *Magicbooking* and *School Cloud* links in order to book trips, etc.

Viewing Pupil Progress Reports (and other notifications)

- Look under the heading 'DAILY BULLETIN OPTIONS'
- Click on 'Documents and Files'
- Click on the relevant link.

Continued

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We hope this will help with any issues that you have using the iParent app, but if you have any questions please do not hesitate to contact us. In the meantime, we will continue to review the portal and its usage.

Kind Regards,

G Booth 

Graeme Booth - Headmaster
Beverley Budd - Deputy Head (Academic and EYFS)
The School Office Team