

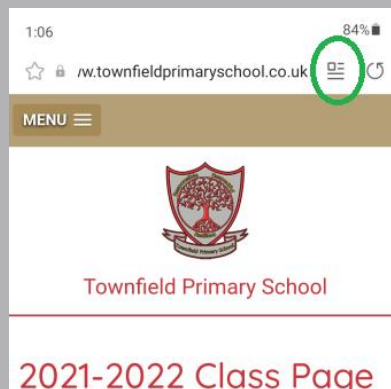
Townfield Primary School

School Website & School Spider App

How to stay in the loop using our App and Website

- Photo galleries of your child's class are updated regularly although you will not be notified of each update as the amount of notifications you would receive would be numerous, particularly for those with children in more than one class – this prevents important school communications being missed or dismissed
- Your child's class page contains useful information specific to your child's class, e.g. curriculum currently being taught, how to help at home, PE & Woodland days, etc. Your child's class teacher will communicate any important information by email/app message.
- When viewing the school website on a mobile device some images/display issues may be encountered. This can be easily resolved
- The app is the best way to keep up to date as each section will have links to useful sections
 - News – check this section to see what is going on at Townfield
 - Events – this section links to the school's calendar and is useful for checking school term dates, closing times, etc
 - Galleries – this section contains galleries directly linked to classes. We are sure you will enjoy going through the galleries and seeing what your child and their class have been up to at school

TIP: if your screen does not fully display pages you can either zoom out by pinching your screen and dragging the page smaller or click the "display text" icon at the top of the screen as below



Please [visit](#) our School Website



Website Information

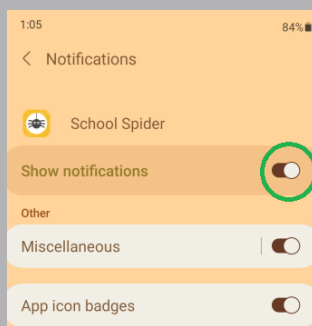
The amount of information available at your fingertips is **huge**, so we thought we would share with you exactly what information our website contains and where you can find the information most important to you. Our website can be viewed on all platforms, including tablets and mobile devices, which means you can access information, anywhere.

Your child's class page is updated regularly – please take the time to check regularly for updates.

School App – School Spider

Our school website links with our school communication system and associated app, supported by School Spider which means, communication and notifications are sent direct to your smart phone device, meaning you will never miss any school communications or updates from your child's class. You can also find news, events (school calendar) and galleries direct via the app.

TIP: if you are not receiving notifications on your smartphone, please ensure the "allow notifications" option is selected on your device.



If you do not have our school app, you can download this by following the simple steps below.

GUIDE TO OUR APP FOR PARENTS & CARERS

School Spider allows you to receive and return information directly from the school. Receive instant messages, complete surveys and forms, book your parents evening and make online payments.

Select your school to get started!

LOGGING IN

See your schools recent website posts here but make sure you login to receive communication. Click parent login and enter your details if you have received them from the school. OR you can press forgot password to set your password.

You must have your email address linked to the school.

TAKE A LOOK AROUND

See all your action items on your dashboard

Click to respond or book for each child

Click the bell to see your recent messages

Click these 3 lines:
- Switch between areas
- Edit your profile
- Logout


DOWNLOAD FOR FREE...

Get it on Google play Available on the App Store

TIP: when you first log in you will be required to click “forgotten password”. This will allow you to set a password and access the app. Please note some devices automatically include a capital at the beginning of entry fields, so please ensure the appropriate lower or upper case option is set for any characters entered.

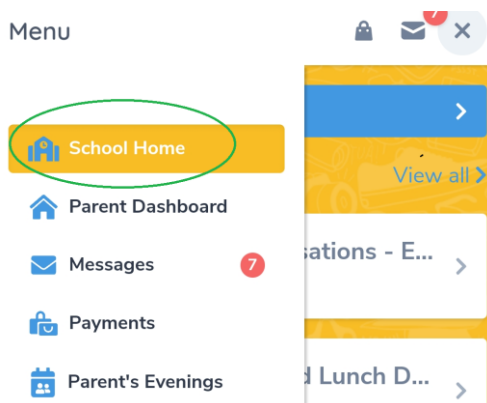
As your app fills up with school communications please ensure you scroll down the “home” section to navigate the various areas for updates.

- News
- Events
- Galleries
- Blogs

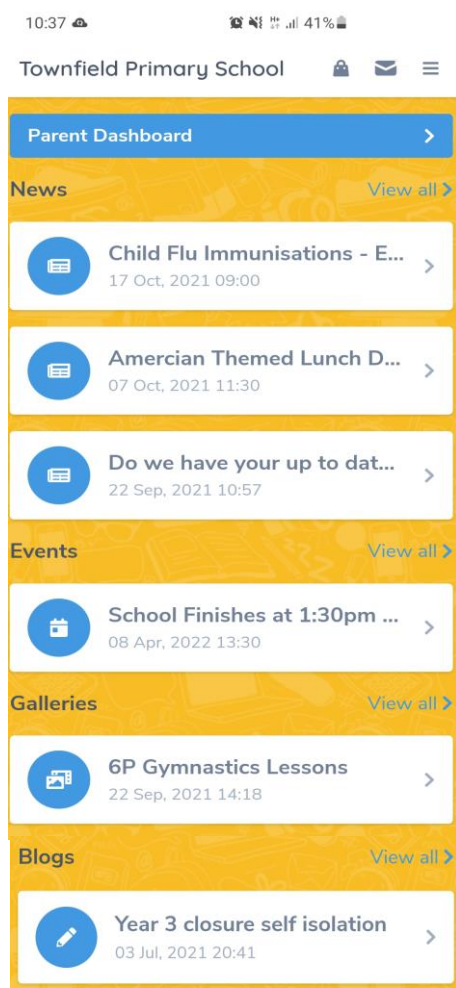
If you cannot find the home area simply click the  icon in the top right and corner

Then and click on 

The following screen will appear



This will then take you to the various information areas which you can scroll through



TIP: you will only receive a log in for **one** parent, however both parents can download and log in with the same details.

Where parents live at separate addresses, an additional log in account can be set up. In this instance please contact the school office.