



*Innovative Learning  
In A Changing World*

# Our Lady of Lourdes Catholic School

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Dear Parents,

At Our Lady of Lourdes we use a free mobile app called, Skoolbag to send out reminders and share events on the school calendar with parents. It is available for both Android and iOS operating systems. On the opposite side of this note are instructions to allow you to download the Skoolbag app onto your phone or other mobile device including iPod, iPad or tablet.

Each week, we push out messages about school assemblies, masses and other events of interest to parents. These messages are also free and are called *push notifications*. As a general rule, these will appear on your mobile screen as a text message at 2pm the day before an event. When needed, we also push out other notifications.

## **Downloading Skoolbag onto your device.**

To download the app, follow the instructions overleaf. When searching for the school, **simply type in App Search - Skoolbag Our Lady of Lourdes Seven Hills**

## **Configuring settings for push notifications**

Not all notifications need to go to everyone. Sometimes we will only push out alerts and reminders to the relevant groups. Once you have downloaded the app, you can configure the settings to allow you to receive push notifications targeted at particular groups. To do this, open the app then click **More** (bottom right corner of the screen) then **Setup**.

You can choose to belong to any of the following groups:

- Kindergarten
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6
- Parents as Educators
- Parent Group News
- Rep Sport
- Sacramental Program

## **Adding events to your digital calendar**

Within the main menu you can click on **Events** and select a particular event to see more details. You can also click on **Add to Calendar** to have an event automatically added to the calendar on your mobile device.

Regards

Mrs Clare Willemse  
Learning Technologies Support Teacher



## How To Install Skoolbag On Your Smartphone

### iPhone Users **Simply type in App Search - Skoolbag Our Lady of Lourdes Seven Hills**

Simply search for your school name in the App Store on your phone, PC or Mac, and install.

After the app is installed on your phone, make sure that you select "OK" to allow push notifications. Also click on "more" then "Setup" and select which categories you would like to receive push notifications for.



### Android Users

Simply search for your school name in the Google Play Store on your phone, PC or Mac, and install.

After the app is installed click on "more" then "Setup" and select which categories you would like to receive push notifications for.

