

Holy Trinity Lamorbey CE Primary School

Burnt Oak Lane Sidcup Kent DA15 9DB

W: www.holytrinitylamorbey.apat.org.uk T: 020 8300 3613

Head Teacher: Mr. A Twyman BA Ed (Hons) MCCT



Communicating at HTL

Dear Parents,

As you may already know we have recently updated our school website to improve the quality of our home school communication. Our new website address is:

<https://www.holytrinitylamorbey.apat.org.uk/>

This new website has improved functionality for uploading and sharing news articles and pictures and a more user-friendly school calendar function. All of the information is now up to date and we will be updating this daily going forwards so do check in for the latest information. For the 2021-22 school year the events will be populated in advance and the calendar can then be downloaded to your own device.

Parent Portal

As part of our new website we are now able to offer a parent portal which can either be viewed online or via an app. This portal is designed to be an easy way for parents to see all of the key information they need. The portal will show a personalised view of your child's attendance and to the bottom it will have links to key information from the school website such as news, photos and events. Once we start sending newsletters out these will also be available via the parent portal home screen. On the parent portal you will also be able to see every email and text the school send you so everything will be in one place. We are in the early stages of setting this up so please note that historic communication will not show.

Each listed contact for a child will receive an email to their registered account with log in details for the portal within the next hour. It is very important that you log in to your portal account as this will also be the new and ONLY way to book parents evening appointments.

We will be communicating out regarding parents evening booking next week with all of the details and instructions you need; for now, all that is required is for you to activate your portal account by logging in. Once you have logged in for the first time it will keep you logged in, you will not have to submit your password each time.

The portal address is: <https://www.holytrinitylamorbey.apat.org.uk/parentportal> but the easiest way to access it is through the app; instructions for how to download the app are included on the next page, this information is also available on our school website. Any questions please do call or email the school office.

Kind Regards

Mrs Liew

Office Manger



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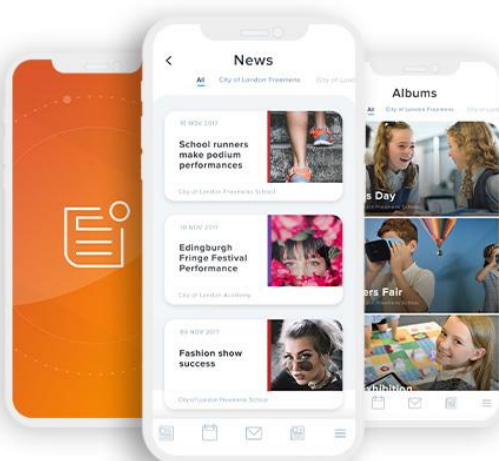
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How the app works:



Firstly, you will need to download the app from either the [iTunes App Store](#) or [Google Play Store](#) by clicking on the relevant buttons below or by loading up the app store on your phone and searching for '**School News**'.

Once you have located and downloaded the free app, launch the app and you will then be able to either click on the '**Find my school**' button which uses the phones GPS to locate all the schools in the surrounding 20 miles, or you can type in the school's postcode and click on '**Get my school**' button.

Your school's postcode is: DA15 9DB

You will then see a list of schools that use the app. Click on the school you wish to view news & events for.

You will then be able to click on the '**News**' button to view all of the latest news items that have been added to the school(s) you have selected and also all of the upcoming calendar events by clicking on the '**Events**' button.

Clicking on '**My Schools**' will display a list of schools that you view news and events for. Clicking on one of the schools will display the school address, telephone number and email address which you can click on to either phone or email the school directly from the app.

