



RICHMOND HILL APP – INFORMATION GUIDE

- To download the App, search 'myschoolApp' in the App Store/Google Play Store and choose the option with the logo shown to the right
- Upon opening the App, enter 'Richmond Hill Primary Academy' in to the text box
- Once you have selected the school, you will need to register using your name, e-mail address and telephone number.
- You will be asked to create a PIN when registering. Make a note of it, as you will be asked to enter your PIN when reporting absences.
- If you have forgotten your PIN, you can have it e-mailed to you. Go to Settings and select 'Forgotten PIN'. It will be e-mailed to the address you supplied when registering to the App.



Once in the App, click the three horizontal lines in the top left-hand corner of the screen to open the menu. From here, you will be able to access any part of the App.

For example, Letters, Newsletters, Term Dates and After School Club information will be accessible via the Documents section of the App.

Settings – Update Details, Change Language, etc.

To make any changes to your details (name, telephone number e-mail address), select Settings from the menu. From here, change the appropriate details and press the Update Details button. You will then be prompted for your PIN to complete the update.

The App will translate into over 80 languages. If you would like to change the language settings on the App, go to Settings > Choose Language. Choose the language you wish to use and then press Back in the top left-hand corner. Then press Update Details and enter your PIN.

Push Notifications and Notification Groups

The notifications you receive from the App will be tailored to your needs. In order to receive the correct notifications, you will need to select the notification groups applicable to you. Initially, this will be limited to year groups and after school clubs, but will include visits and events as the App is developed. To do this, you will need to do the following:

Open the menu and select *Settings*, then *Notification Groups*. You will be shown a list of available groups, including individual year groups.

Select the groups you require from the list and then click 'Save' in the top right-hand corner of the screen. You can amend these whenever you need.

Reporting Pupil Absences

You will now be able to report your child's absence via the App. To do so, open the menu as outlined above. Choose the *Absence* option.

Fill in the absence form and press *Send*. You will then be prompted to enter your PIN.

Enter your PIN and press *OK*. Your absence has now been reported.

A confirmation e-mail will be sent to the e-mail address you used to register to the App.