



Communication at Te Kowhai

SCHOOLWIDE COMMUNICATION

We are constantly looking at ways of ensuring that parents are as informed as possible and feel invited to be part of the school. In addition to emails and our regular newsletter, listed below are the digital tools we utilise. Each of these has a different purpose.

COMMUNICATION TOOL:

PURPOSE:

WEBSITE

www.tekowhai.school.nz



The website is a central hub of information relating to our school...

This is a detailed site which includes;

- Information about our school for new families
- Staff information
- Parent information
- Enrolment information
- Photo galleries

FACEBOOK



Facebook highlights and showcases school events and activities that have taken place... (looking back)

At Te Kowhai we use Facebook to share news, photos and videos relating to what has been happening at school. (e.g sports events, learning in Learning Communities). These bite-sized highlights are currently shared regularly to over 600 followers.

Note: you can see Te Kowhai School on Facebook without having a Facebook profile
<https://www.facebook.com/tekowhaischool/>

SKOOLBAG



This app informs you about what is coming up and is a way of sharing need-to-know information quickly... (looking forward)

This app is being launched on Wednesday 2nd March 2016. If you have a smartphone, please see the attachment in the newsletter that instructs you on how to download this app onto your smartphone.

The purpose of this app is to provide you with a convenient way to receive all school notifications. This includes alerts, newsletters, news and dates of events that you can sync to your calendar.

There is also the ability to receive notifications directly related to the Learning Communities that your children are in so you can keep up to date with what is going on. You can also notify the office of any child absences, and update your contact details.

PERSONALISED COMMUNICATION

As well as school-wide communication, your children and teachers want to communicate with you personally as well. This is a two-way process so we encourage you to email, visit or message your child's teacher if you have anything you want to discuss. In addition to this, there are some tools Learning Communities are utilising to share news specifically from their own community. This might be shared to all parents of a particular Learning Community, or it might be a personal sample of work, photo or 'moment' from the day relating specifically to your child.



Class Dojo is used in LC1, LC2 and LC3. This app allows parents and teachers to instant message privately, send photos, or make whole class announcements via any device. It is safe, simple and free.



Seesaw is an online portfolio used from LC1 to LC5 and keeps you up to date with the learning your children are doing at school.

You will be invited to sign up by teachers and this will link you to work shared by the Learning Community within a blog. It will also link you to learning your child in particular has done in class. Seesaw is kept up to date by your child and the class teachers.



Google sites is an online portfolio used in LC6 and the students keep all learning updated here. This is managed by the students and overseen by the teachers.

When your child logs in, you will be able to see some of the learning they are doing in class. Your child will be sharing the link to this site with you as well.



How to Install Skoolbag On Your Smartphone

For iPhone and iPad users:

1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. You will see your school appear, click "Get" then "install"
4. The app is FREE to download
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup"
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



For Android users:

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search
4. Click the "Install" button
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device)
6. Click "Open" when installed
7. Click the "More" button on the bottom right of the App, then "Setup"
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



Please note: Some brands of Android phones need the setting in "Notification Manger" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

For Windows 8.1 Phone and Windows 8.1 or 10 device users:

1. Go to the Windows Store on your 8.1 Windows Phone or Windows 8.1/10 Device
2. Search for "Skoolbag" in the keyword app search
3. Install the Skoolbag app
4. Find your school either by using the keyword search or location service
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen
6. Click the "More" button on the bottom right of the App, then "Setup"
7. Toggle the Push Categories that are applicable to you by tapping on the on/off switch



Please note: The Skoolbag Windows App is for 8.1 version Windows Phone, or Windows 8.1 or 10 devices.