



2nd March 2020

Dear Parents

We were very excited to launch our new website and school app last week. The website can be found at the same web address www.stmtraralgon.catholic.edu.au and contains lots of information for parents including the school newsletter, notes and forms, the school calendar and notifying absences. Information on the school website can also be viewed in different languages. Simply select the language drop down box at the top of the page and select your preferred language.

School App

Our new school app is called 'SZapp'. Simply go to the website, click on 'Get Our School App' on the home page and follow the instructions to download. We encourage all parents to please download the new app as it is one of our main forms of communication. All notes will be available on the app via the 'Notes & Documents' button as well as on the website.

Notifying a Student Absence

Student absences and late arrivals can now be notified via the school website and app. On the website you can either click on the 'Report an Absence' widget or click on the *Parent Information* tab, complete the required details and submit. The school app also has a 'Report an Absence' button. We ask that all parents report student absences via the website or app by no later than 9.30am on the day of absence.

Newsletter

Due to staff still receiving training on the website, this week's newsletter will be uploaded to the school website for parents to view. Please click on the News & Events tab and then Newsletters. A push notification will be sent out once the Newsletter is available to view on the website.

In future the Newsletter will be integrated into the website and you will need to click on the red **Latest Issue** button in the Newsletter box located on the home page of the website. This will then prompt you subscribe to the newsletter. Alternatively, you can view the newsletter via the school app.

Calendar

The school calendar is available on website under the *News & Events* tab or by clicking on the calendar button on the home page.

We ask that you take the time to familiarise yourself with the school website and app and if you require any assistance please contact the school office.

Yours faithfully

Jodie Ware
Principal