Westfield Primary School
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Headteacher:
Miss. S. Pope

Promoting independence, individuality and an inquisitive mind

28th June 2021

Dear Parents/Carers

School Spider App

At Westfield, we use an app called School Spider for sending messages, emails and other updates to parents. The information also loads onto the school website. We have noticed that some parents are not using the app and are missing out on key information.

It is essential for you to know that this is the only way that communications will be sent from school. Please download the app and stay logged in. If you have the app and are not logged in you will not receive information specific to your child and their class.

Please ensure once you have logged in, you have notifications turned on as the app contains lots of other useful information. This may include any changes to the calendar as well as any Covid 19 updates or changes that occur over the holidays. In addition, all forms that need consent can be completed in the parent surveys area, removing the need to send back reply slips to school.

You can login via our website by selecting 'parent login' on the top bar of our site or, via the School Spider app. You can download the app for free from Google Play or Apple App Store by searching School Spider. You will be able to do the following in your parents' area:
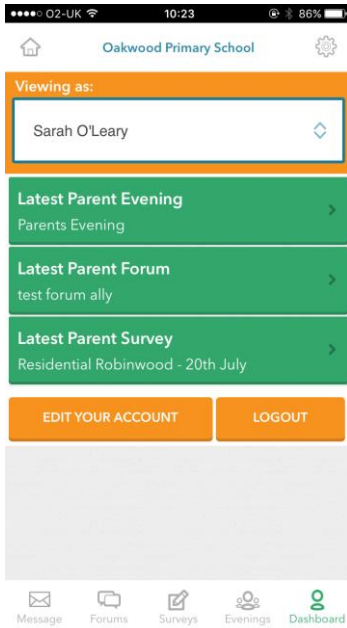
- **Book a parent evening appointment**
- **Complete online surveys and forms** (these could include school trip/club bookings)
- **Receive messages and emails from the school** (app only)

You will receive an email when there is something you need to complete, if you are logged into the app you will also receive a pop-up notification. **You will not receive a notification when information is loaded so it's important to check the app regularly**.

Please note that if parents live at the same address they must share a log on, this is to prevent duplicate appointments being made for a parent meeting.

Using the app

When you download the app, select our school using the dropdown bar. Once you have done this you can access recent news/gallery/blogs/calendar items we have posted to the website. To receive information related to your child/children, select Parent Login and enter the username and password we send you. You will receive notifications informing you what you need to complete, use the icons on the bottom row to respond.

If you have more than one child at the school, click on the child's name and it will show all other children in the school and you can switch accounts.

You can watch this YouTube tutorial on the app for more information
https://youtu.be/jPmH-CEhLcg

If you need any help with the app, please contact Mrs Shepherd in the school office.

Yours sincerely

Mrs Kochan
Admin team