# St John Paul II Catholic College
FORMERLY KNOWN AS TERRA SANCTA COLLEGE

All correspondence to: 85 Hambledon Road, Schofields  NSW  2762
EMAIL: stjohnpaul2@parra.catholic.edu.au   WEBSITE: www.stjohnpaul2.catholic.edu.au

SCHOFIELDS CAMPUS Years 7 – 10
Ph: 9208 7200 Fax: 9208 7230

NIRIMBA CAMPUS Years 11 & 12
Ph: 9208 7200 Fax: 9208 7290

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Dear Parent/Caregiver,

**St John Paul II Catholic College Skoolbag Application**

The College is excited to introduce a new communication service for parents/caregivers to more easily access important information.  "Skoolbag" is a smartphone application that allows parents/caregivers to easily access a range of information about the College from a smartphone or device.

The St John Paul II Catholic College Skoolbag application provides the following services:

- Notices/Alerts sent by the College via Skoolbag will appear as push notifications on the home screen of smartphones (similar to an SMS)
- Access to school notes, school calendar/events, news items, newsletters, College Facebook feed
- Quick link buttons to "Call School", "Email School" and "Visit Website"
- Option to select which particular Year groups you would like to receive push notification alerts for (e.g. only for Year 8 and 10)

Skoolbag is available to **download for free** on both Apple and android devices including smartphones, tablets and computers. Please find details and instructions on the following page as to how to download the application onto different devices.

If you have any questions about downloading the application, please feel free to contact our IT department at lmellish@parra.catholic.edu.au.
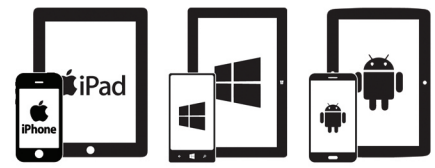
If you have any other further questions or feedback about the application, please contact Rachel Aquilina, Communications and Marketing Officer, at raquilina1@parra.catholic.edu.au.

This is one of many initiatives the College is taking to provide greater access and availability of information to our College community, so that parents/caregivers, students and teachers can work together in providing quality Catholic education.

Kind regards,

**Jim Fanning**
**Co-operating Principal**

**Phil Smith**
**Co-operating Principal**

# Skoolbag
## Complete communication solution

iPad
iPhone

# How To Install Skoolbag On Your Smartphone
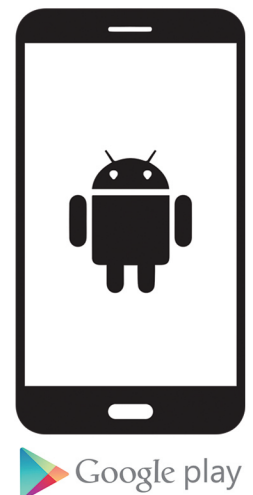
## For iPhone and iPad users:

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.

iPhone

iTunes

## 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 Manager" 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.

Google play

## 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 the on/off switch.

Please Note: The Skoolbag Windows App is for 8.1 version Windows Phones, or Windows 8.1 and 10 devices.

Windows Phone