



March 20<sup>th</sup> 2023

Dear Parent/Guardian,

I hope this letter finds you well. I am writing to you regarding our VSware school management system which is already familiar to you. We have recently upgraded this system to increase its functionality, particularly around the communication part with Parents/Guardians. We plan over the coming months to communicate with you through the Vsware Parent App on a number of aspects of school life.

Please ensure that you complete the following:

1. Download the 'VSware App' from the app store or the google play store.
2. Use your VSware log on details to log in to the app. If you need assistance, please contact the school office and we will reset or provide you with these details.
3. Ensure that you have enabled updates and allowed notifications in your settings for the VSware App.

Once you are logged in to the App on your device, you will not need to log off. All communication will issue through the 'Mail' section of the App. Other sections such as Timetable, Personal Details, Behaviors, Fees and Assessment are available to view. The attendance section has not been configured, but will be available in the school year 2023/2024

If you have any further questions, please feel free to contact the school office and we will be happy to assist.

yours sincerely,

Paul Fogarty

Principal

Martina Butler

Deputy Principal