Welcome to Beaumont Road Skoolbag

Beaumont Road Public School is introducing a new school to parent/carer communications system called Skoolbag. This document will give you a brief overview of Skoolbag, explain how to install it, and show you how to provide us with feedback on the system.

Skoolbag is free for parents to download and to use.

We are introducing Skoolbag for two reasons:

- We want to create an electronic library where parents and/or carers can easily find information about what is happening at school in general and at class level.
- We want to let parents and/or carers choose the information they want to receive alerts and emails about – parents/carers should only receive alerts and emails that are relevant to them and they should only receive an email once, even if they have more than one child at BRPS.

An overview of Skoolbag

The system we are implementing is referred to as Skoolbag and consists of three main components; The Skoolbag App, The Skoolbag Web Portal and Skoolmail.

The Skoolbag App

The Skoolbag App is a smartphone (iPhone, Android and Windows Phone), iPad and Windows 8.1 app that gives parents and carers access to the information stored within the Skoolbag system.

The BRPS Skoolbag information will include the school calendar, the Beaumont Bulletin, excursion information, notifications relating to extra-curricular programmes (for example, band, dance, chess and art) and copies of the various class notes and permission slips that get sent home with the children.

Our ultimate plan is to make Skoolbag a one-stop information source for parents and/or carers to find information about what is happening at Beaumont Road and to reduce the dependency on students to actually bring notes home!

The Skoolbag App also has a Push Notification system, which the school can utilise to send alerts directly to phones, tablets and Windows 8.1 desktops should an urgent message need to be sent out to parents/carers.

The Skoolbag Web Portal

The Skoolbag Web Portal gives access the Skoolbag information from any computer. This will give access to all the same information as the Skoolbag App but doesn’t support push notifications.


A link to the BRPS Parent Portal can be found on the Beaumont Road Public School Website.

Skoolmail

Skoolmail is a subscription based email system linked to the Skoolbag system. Skoolmail will give parents and/or carers the ability to subscribe to the information that they want to receive emails about. This will reduce the number of emails received that aren’t relevant and will also solve the current issue of people receiving multiple emails about the same thing, especially when there are children in multiple classes.

Skoolmail will be implemented as a separate phase after we have completed the rollout of the Skoolbag app to the entire school community.
Installing and Configuring *Skoolbag*

There are two simple steps required to install *Skoolbag* and configuring it for use at Beaumont Road Primary School:

1) Install the *Skoolbag* App on your device(s) – You may install it on as many devices as you like.
2) Setting your Push Notification Categories, so that you only receive alerts relating to information that is important to you.

The instructions attached at the end will guide you through both these steps, so please make sure you follow them right through.

Providing Feedback on *Skoolbag*

For the system to work properly, all the information that parents/carers require needs to be available and up-to-date and the system needs to be categorised in a way that makes it easy for that information to be found.

We have created two feedback forms within *Skoolbag* for parents/carers to provide feedback and suggestions. These forms can be found under eForms in the *Skoolbag* app.

**Suggestion for additional information in Skoolbag:** If you feel that there is additional information we should be storing within *Skoolbag*, then please use this form to bring it to our attention. We will look into adding the information and will contact you should we require further clarification or information from you.

**BRPS Skoolbag Feedback:** This form is for general feedback and comments. Please use this to provide us with your thoughts on the system, both positive and negative and any suggestions you have for ways we can make the system better. Feedback using this form can be submitted anonymously if you wish.

If for some reason you are unable to access *Skoolbag* or the eForms within *Skoolbag* then please contact [brpspandc@gmail.com](mailto:brpspandc@gmail.com) and we will try to assist you.