



## **School App Guide Kaiapoi High School**

The Kaiapoi High School App can be downloaded for free from the App Store (Apple) or the Google Play Store (Android).

We decided to invest in this app as a school because it's easy to use, accessible, and a great way for students, parents and whanau to find information. It's also a really useful communication tool, with access to a large number of staff contacts at the click of a button.

We'll continue to update the information on the app regularly. If there's information you'd like to see included, please contact us.

Here's a simple guide to what the app can do:

### **The three horizontal lines in the top left-hand corner:**

- Tapping on this will take you to another menu.
- Maps: this currently features a map of the school zone. A map of the school itself will also be added.
- Alert Subscriptions: please tick any groups you wish to receive alerts for. If there's a little arrow to the left of the heading, it means there are sub-groups underneath. You can subscribe to or leave groups from here at any time.
- About this App: notes from the developer about their product.
- Share: you can send the link to download the app to someone else.
- Enlarge text size: make it all bigger!

### **Absentee:**

- The 'Call office' button will take you straight to the office phone number.
- 'Email' allows you to email the details of your child's absence straight to the school office. Once you have done this the first time, the app will save all your details, apart from the reason for absence.

### **Contacts:**

- Helpful contacts within the school. The 'All Contacts' drop-down menu in the top right-hand corner of this screen, or the 'Filter' button top left, will allow you to filter contacts into different groups. This will save you scrolling through them all to find the contact you require.

### **Links:**

- This takes you to the Kaiapoi High School website.

### **Calendar:**

- This shows important events coming up on the school calendar. It takes a few seconds to load, so please be patient

**Newsletter:**

- Find our school newsletters for the year.

**Term Dates:**

- KHS term dates, along with any public holidays.

**Sports:**

- This provides a link to the sport section of our school website. We'll be updating the information available in this section, so please keep checking.

**Daily notices:**

- Notices for students. Parents might also find these useful to know what is going on in the school.

**Portal:**

- This is where you can log-in and see timetables, attendance, NCEA Summary, groups, awards and fees.

**Alerts:**

- This is where any alerts you have been sent will be archived.

Any questions or suggestions? Please send feedback to [s.liddell@kaiapoi.school.nz](mailto:s.liddell@kaiapoi.school.nz) or [learn@kaiapoi.school.nz](mailto:learn@kaiapoi.school.nz).