



# OUR LADY'S SCHOOL (TERENURE) APP

## OVERVIEW

### Personalised App

- Your main touch point with the school - Our Lady's School (Terenure) App will be used for ALL main school communications.

### Registration Process

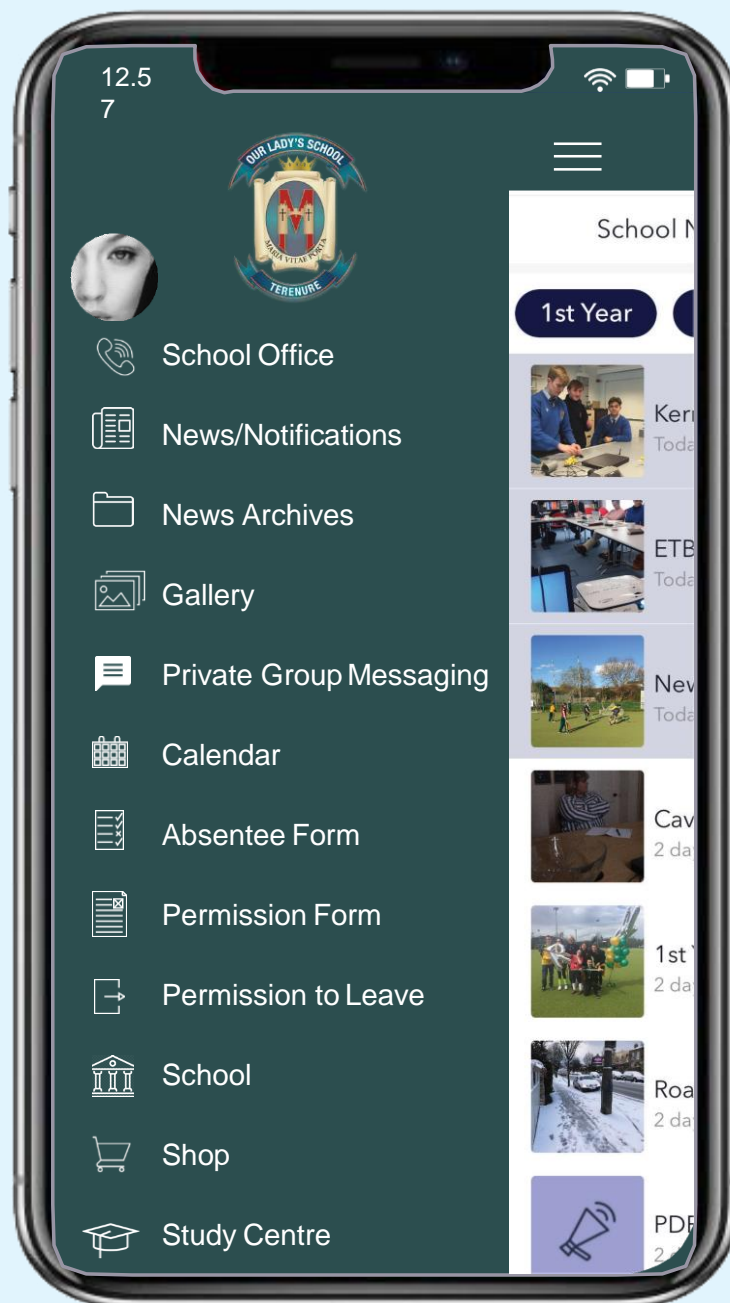
- Parents – Verify email and mobile number
- Students – Verify email

### Communications

- Alerted News & Notifications
- Archived News & Notifications
- Calendar
- Gallery

### Parental Student Functions

- Absentee reporting
- Permission to Leave Early
- Permission Forms



# DOWNLOAD AND SETUP YOUR APP

## 1. **DOWNLOAD** YOUR APP

Search for:

‘Our Lady’s, Terenure’ in –

## 2. **ALLOW** PUSH NOTIFICATIONS

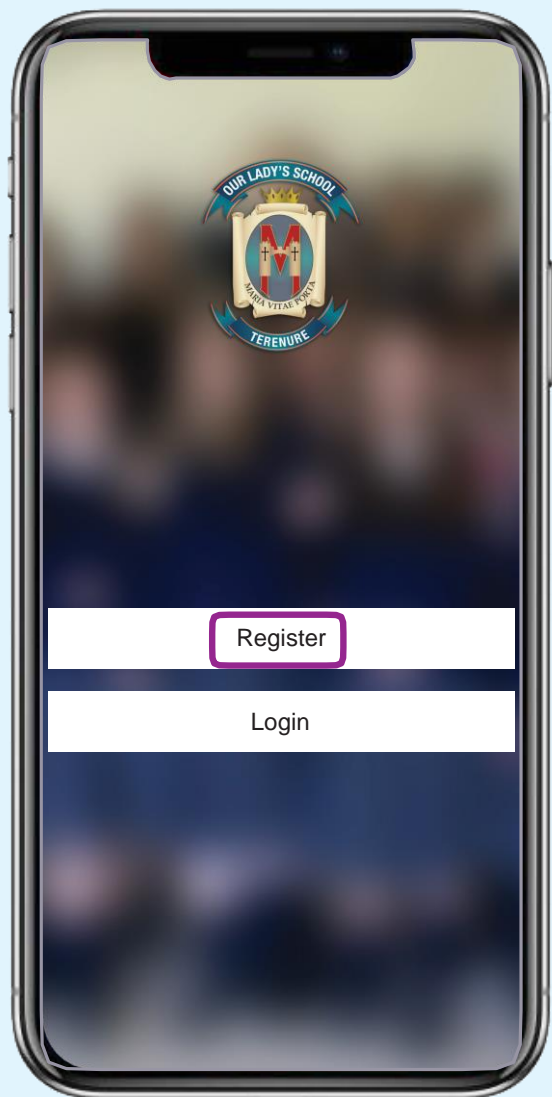
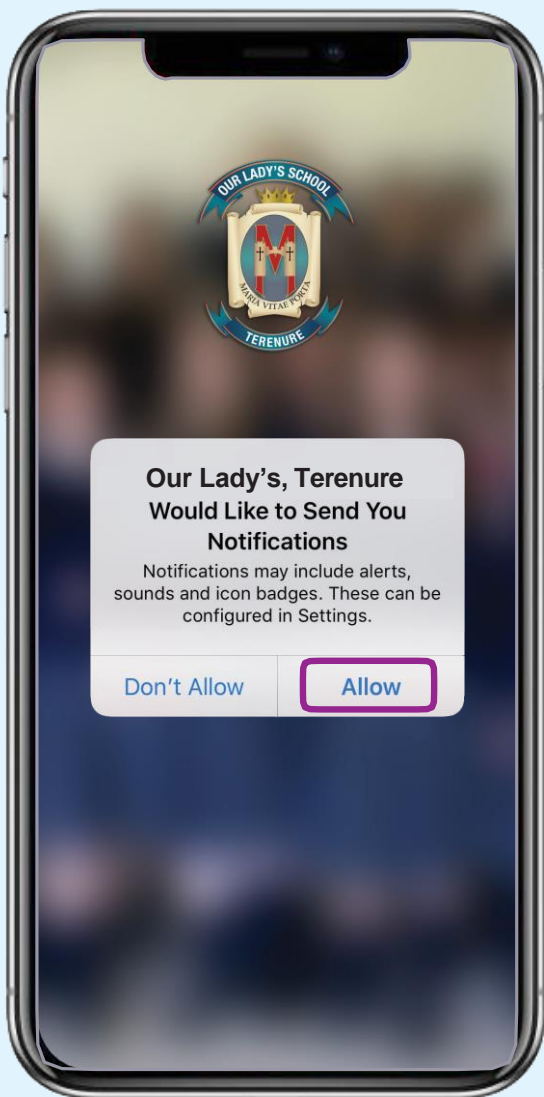


DEVELOPED BY  
UNIQUE DIARY  
PRODUCTIONS  
LIMITED



DEVELOPED  
BY UNIQUE  
PUBLISHING

## 3. **REGISTER**



When entering your Registration Details, please ensure that your name, email and mobile number (\*students do not enter mobile number) entered on the App correspond with the details the school holds for you on our internal administration

Use any password of your choice.

# REGISTRATION

## INPUT PROFILE DETAILS

- Set your School Connection as a Parent-Guardian / Student / Teacher / Past Pupil
- **\*PARENTS ONLY:** Add Name(s) & Year for your child/children & input your mobile number (check Country Code is correctly set)
- **\*STUDENTS:** - Set Year/Class
- Add your name
- Add your own email address
- **EVERYONE:**
- Set your own password
- Then press **REGISTER**

12.5  
7  
← New account

School connection  
Parent/Guardian ▼

Students/Children ▼

Year ▼

First Name

Last Name

Email

Country Code  
353 ▼

Mobile no.

Password

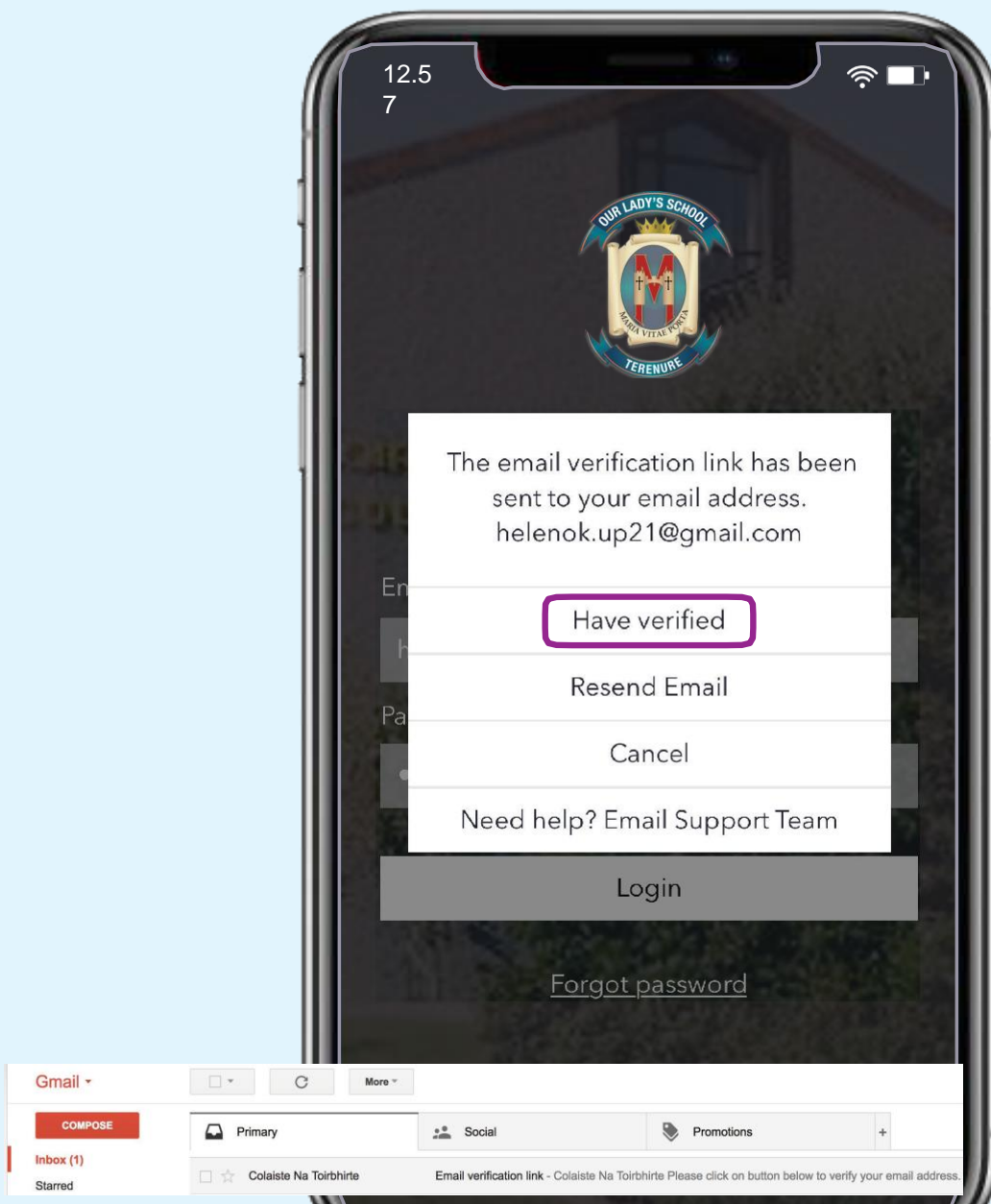
Confirm password

By registering I agree to all terms and conditions.

Register

# VERIFY EMAIL

A request to verify your email address will be sent to the email you entered upon registering. Check your junk mail, if you can't find it. Click 'Verify Email' in the email and then 'Have verified' on your mobile phone.



Please click on button below to verify your email address.

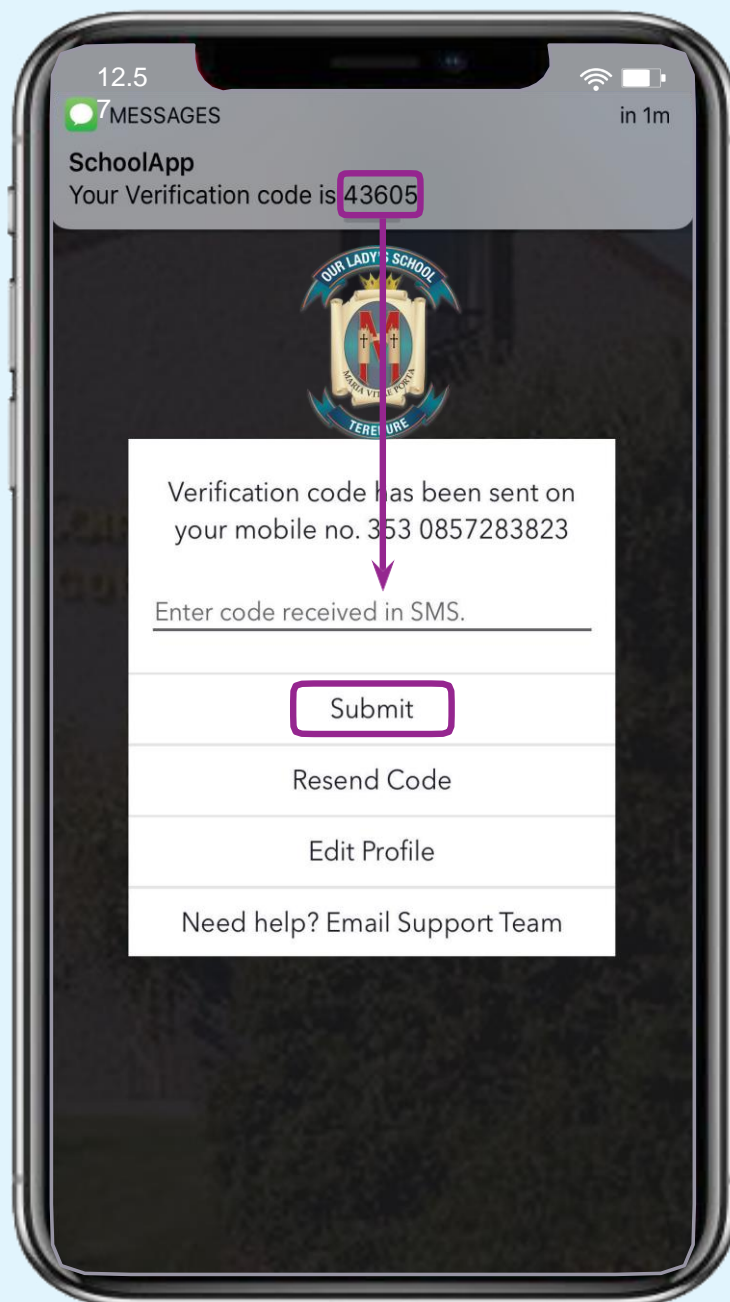
[Verify Email](#)

If you have not requested this verification email then please click on this link. [Report](#)

# VERIFY MOBILE PHONE

## PARENTS ONLY

A verification code will be sent to your SMS messages. Enter this code as prompted to verify your mobile number. Then press 'Submit'.



# ABSENTEE FORMS

Parents must use the Absentee Form in the App to report their student's absence. This must be done on the date(s) of the absence. The school office will then note in the attendance system that the student is reported absent and an alerted text message will go out and teachers will be aware that the student is reported absent.

Only parents who have been appropriately confirmed by the school can submit absences. You will also receive a confirmation email to your verified email address when you submit an absence.

The App also contains a full history of every absence sent for that device. This history cannot be deleted by the App user.

The screenshot shows the 'Absentee form' app interface on a smartphone. The app has a dark blue header with the title 'Absentee form' and a status bar at the top showing '12.5', a hamburger menu icon, and signal/battery icons. Below the header are two tabs: 'Absentee form' (active) and 'History'. The form is divided into three main sections: 'Parent/Guardian', 'Student', and 'Absent'. Each section contains input fields with labels and values. Annotations with purple arrows point to specific fields: 'Select student name' points to the 'Name' field (Cathal Mcmanus), 'Select student year' points to the 'Year' field (1st), 'Select date from drop down box' points to the 'From' date field (26 April 2018), 'Select date / 'not sure' from drop down box' points to the 'Until' date field (27 April 2018), and 'Select reason from drop down box and add further information as applicable' points to the 'Reason' field (Sick).

Section	Field	Value	Annotation
Parent/Guardian	First Name	James	
	Last Name	Mcmanus	
	Mobile no.	0872542559	
Student	Name	Cathal Mcmanus	Select student name
	Year	1st	Select student year
	Class (Optional)	St. John's	
Absent	From	26 April 2018	Select date from drop down box
	Until	27 April 2018	Select date / 'not sure' from drop down box
	Reason	Sick	Select reason from drop down box and add further information as applicable

# PERMISSION TO LEAVE EARLY

Parents must use the Permission to Leave Early in the App to notify the school that their student needs to leave (and return to) the school early. This must be done on the day in question. The student can then excuse themselves from class and the teacher can view the relevant Permission Note in their Teacher App. Only parents who have been appropriately confirmed by the school can submit Permission forms.

You will receive a confirmation email to your verified email address when you submit a form. The App also contains a full history of every Form sent for that device. This history cannot be deleted by the App user. A student will still need to be signed out from the school in the normal manner.

The image shows two smartphone screens displaying the 'Permission To Leave' app. The left screen shows the 'Permission To Leave' form, and the right screen shows the 'History' tab.

**Left Screen: Permission To Leave Form**

12.57

Permission To Leave

Permission To Leave History

Current timezone: GMT+0100 (IST)

**Student**

Name  
Sophie Mcmanus

Year  
2nd

Class (Optional)  
St. John's

**Leave Info**

From  
2018-04-26 6:51 AM

Until  
2018-04-26 11:57 AM

Reason  
Medical

Further Details  
Dentist

Submit

**Right Screen: History**

12.5

Permission to Leave

Permission To Leave History

Current timezone: GMT+0100 (IST)

**History**

**Sent on Thu, 26 Apr 2018**

Student Name Sophie Mcmanus

Reason Medical

Departure Time Thu, 26 Apr 2018 7:51 AM

Return Time Thu, 26 Apr 2018 12:57 PM

Year 2nd

Class St. John's

**Details**

Dentist

**Sent on Mon, 23 Apr 2018**

Student Name Cathal Mcmanus

Reason Medical

Departure Time Mon, 23 Apr 2018 4:32 PM

Return Time Mon, 23 Apr 2018 5:43 PM

Year 1st

Class N/A

**Details**

Dentist

**Sent on Wed, 7 Mar 2018**

Student Name Sophie Mcmanus

Reason Sick

Departure Time Wed, 7 Mar 2018 6:41 AM

Return Time Wed, 7 Mar 2018 7:42 AM



# PERMISSION FORMS

Parents will receive a Form in the App when the school needs permission for the students to attend a trip or event. These forms can be quickly and seamlessly returned.

Unique Senior College

New Form History

- Cork Trip**  
Last Date: Mon, 30 Apr 2018
- Adelphi Adventure trip**  
Last Date: Fri, 27 Apr 2018

Load more

← Permission Form

**Adelphi Adventure trip**

Last Date: Fri, 27 Apr 2018

All 1st & 2nd Years will be going to Adelphi

Name  
Sophie Mcmanus

Year  
2nd

Class (Optional)

Acceptance

☒ Yes, I give permission for this person.

Parent/Guardian  
James Mcmanus

Date  
26/4/2018

Submit Cancel

← Unique Senior College

**Adelphi Adventure trip**

Last Date: Fri, 27 Apr 2018

All 1st & 2nd Years will be going to Adelphi Adventure centre on 1 May for a great active day out. There will be a range of activities including, boating, zip lining, climbing wall, assault course and lots more activities. The boys should wear older clothes for the day and bring a change of clothes with them. A light packed lunch and snack is also required. The bus will leave at 07:30 am returning at 19:30.

Continue

Permission Form

New Form History

- Cork Trip**  
Sophie Mcmanus  
Sent on Wed, 18 Apr 2018  
2nd
- Adelphi Adventure trip**  
Cathal Mcmanus  
Sent on Tue, 17 Apr 2018  
1st
- Adelphi Adventure trip**  
Sophie Mcmanus  
Sent on Sat, 14 Apr 2018  
2nd
- Cork Trip**  
Cathal Mcmanus  
Sent on Sat, 14 Apr 2018  
1st





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