



# MANOR INFANT/LONGBRIDGE SCHOOL



**Acting Executive Headteacher: Mrs A Tabrett**  
**Chair of Governors: Mr C Drain**

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## **REMINDER – IF YOU HAVE ALREADY DOWNLOADED OUR APP PLEASE IGNORE!**

Dear Parents and Carers,

Our Eco Ambassadors are encouraging us to reduce the amount of paper that we use in school, to lower our carbon footprint. As part of this, we will be reducing the number of paper letters sent home, so we are launching a Manor Infants/Longbridge App to help us reach this exciting goal.

The App works on the **parenthub** platform and allows us to send messages either via the app or using standard text messages. If you have an Apple or Android smartphone, signing up for the app will allow us to contact you more quickly and easily, helping us all to achieve our ambition of reducing paper. It will also be more cost effective meaning more of our budget will be available to use for other resources. We are intending to start using the app to send out newsletters, reminders and other information although we plan to continue to use paper copies for anything that needs to be signed and returned to us.

Anyone who does not have a smart phone, or does not want to use the app, will receive a text message each time instead. These texts will have a link and passcode to read the message via the web portal. This will involve more steps compared to the app and will cost the school money each time a message is sent. For this reason, we would encourage parents to sign up to the app wherever possible.

Anyone who is unable to access the app or the web portal is welcome to come into the office, when you have received a text, to collect a paper copy of the letter.

**In order to receive any communication, it is essential that we have the correct mobile number for you.** Please contact the school office if you have changed your number or would like us to have a different person as the primary contact. We are intending to send a text message to all primary contacts tomorrow. If you do not receive this message we may not have the correct number.

Instructions about how to download the app and start using it are printed on the reverse of this letter. If you have any difficulty with using the app please speak to the school office.

Yours sincerely

Mrs A Tabrett  
Acting Executive Headteacher



# Manor Infants and Manor Longbridge

would like you to join their channel on Parent Hub.

## What is Parent Hub?



Parent Hub is a FREE app that helps keep you up to date with what's going on at school. You'll receive messages, pictures, documents and newsletters, all in one handy place.

## How to sign up

You can use the Manor Infants and Manor Longbridge App on most Apple or Android devices.



Search for the Parent Hub App on the App Store or Google Play and download the app to your device. (Tip - Look for the logo to make sure you download the correct app)

The first time you launch the app, select **'Create an Account'** and follow the steps. You will be asked to enter your email address (in case you ever need to reset your password), set a password and enter your name.

Once you have set up your profile, click on **'Join a School'** and then enter our school handle, which is:

**@ManorInfLb**

Next, confirm that you wish to join our school by clicking on **'Join School'** under our address (the address displayed will be our Sandringham Road address but this covers Manor Longbridge too).

To verify yourself as a parent you will be asked to confirm your phone number and the date of birth of your child (if you have more than one child, you will only need to enter the date of birth of one child). Once you have been verified you should be taken to the app home screen.

The app uses channels to help make sure you only get information relevant to you. The first default channel is for the whole school (Manor Infants and Manor Longbridge) and the second default channel is for your site only (Longbridge or Sandringham). You should also be added automatically to the relevant year group channel(s) for your child/children. Please let us know if you do not think this has worked correctly.

Click **'Save Changes'** to leave the channel selection screen and you are set up and ready to go!

Keep an eye out for the  symbol in your notifications area to access messages from the school.