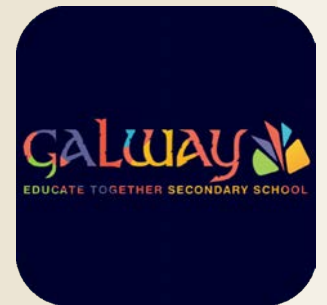


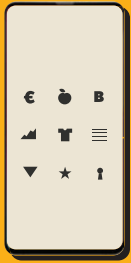
# **GALWAY ETSS**

**Parents single point of  
engagement!**



**usapp**





# Galway ETSS App

## The School's Official Platform

The App is the school's official platform. It is private and secure. Only current parents/guardians, students and teachers have access.

Parents/guardians and students know with certainty that all school published information is available in the one place – the School App.

The features and functions include:



**Communications**



**Link to VSware**



**Digital Attendance Forms**



**Parent Reminder Dashboard**



**Digital Forms**



**Booklist**



**Payments**



**School Information**



**My Student**



**Link to Website**



# Communications

Parents/guardians will receive alerted Notifications which are relevant to them.



## Turn on Notifications!

It is very important that you turn on Notifications during the setup process or you will miss important, time-sensitive publications.

Notifications are used for publishing information on the day-to-day administration of school.



## News

The News will consist of the 'nice-to-know' goings on in the school.



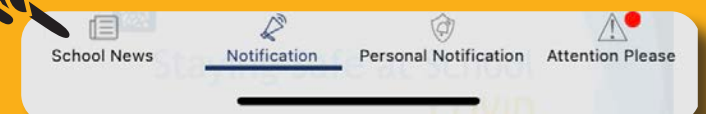
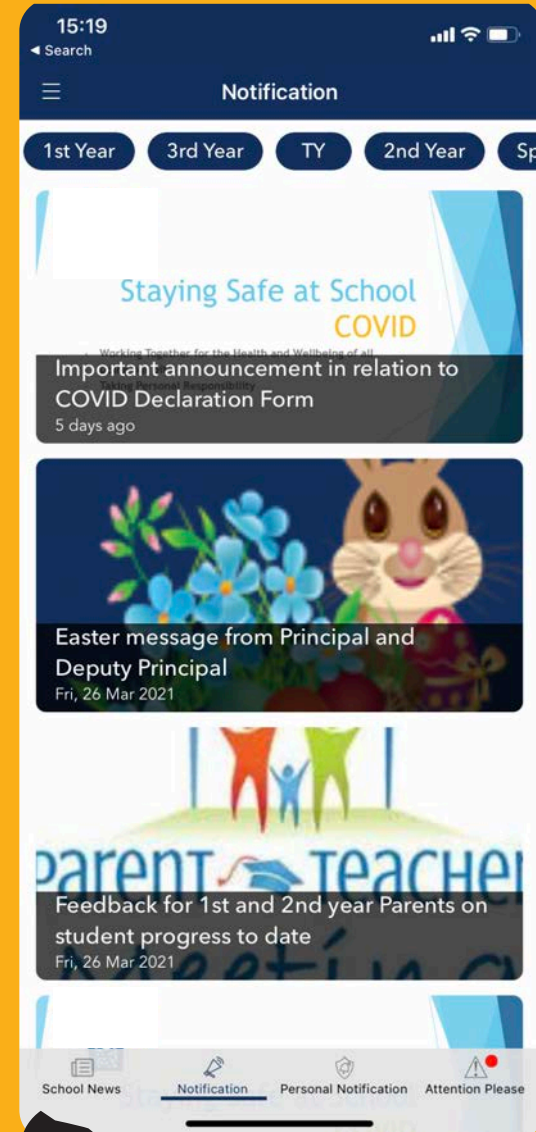
## Personal Notifications

Private Message to a group or individual parent/guardian. This will only be visible to that user. The system includes a "read" flag when the notification is opened and read by the user.



## Note from parent

Parents/guardians can quickly and easily submit notes.

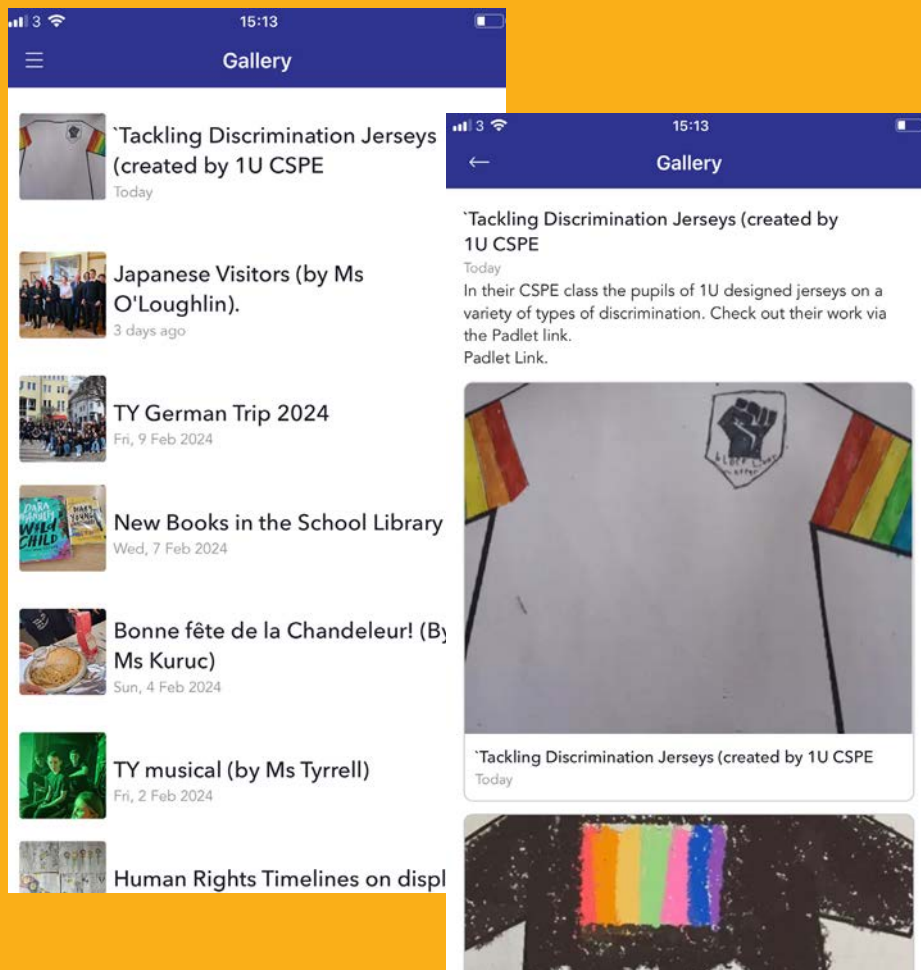


Quick access to school communications from bottom bar



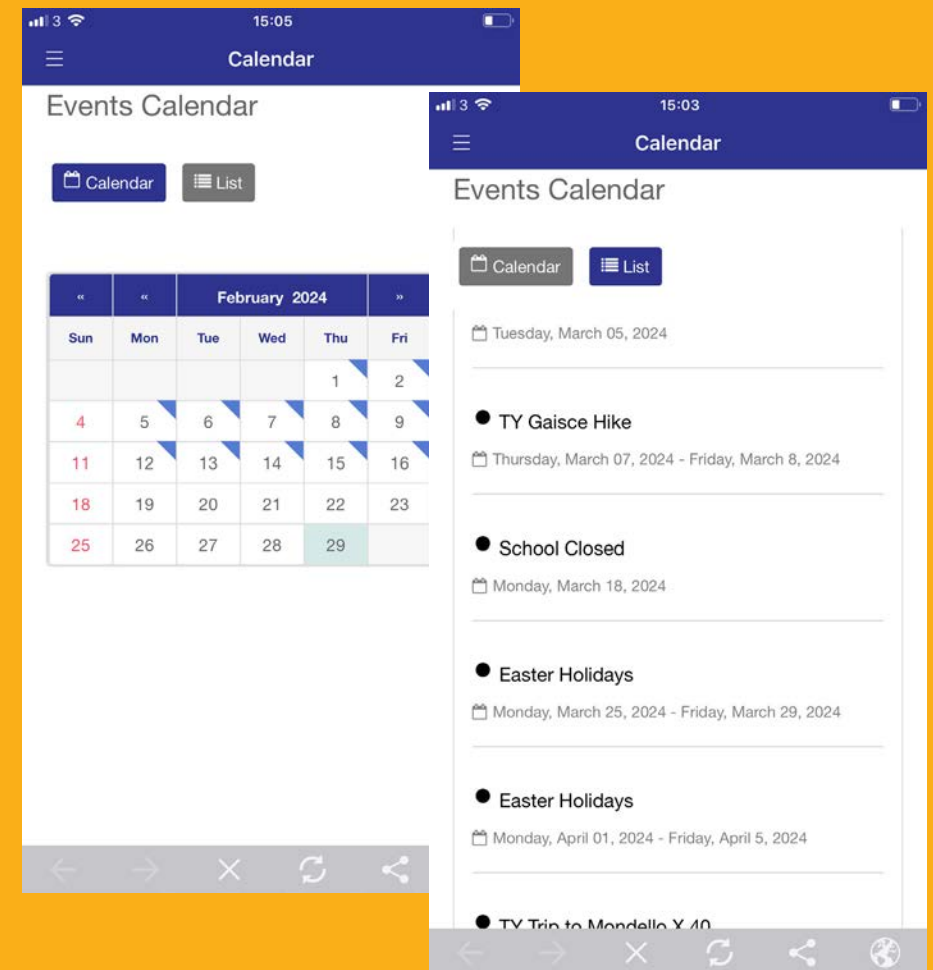
# Gallery

See all the latest photos from life in your student's school.



# Calendar

The App Calendar makes it easy for parents and students to check times and dates for school events.



# Digital Attendance Forms

Parents/guardians **MUST** submit attendance forms through the App **BEFORE 08:15am** to allow school staff time to process the form.

## Security – PIN

The App includes an optional 4 digit PIN security on all forms and payments. Parents/guardians can turn this on in their profile.



### Absentee Notes

Parents must inform the school of the student's absence.



### Late Notes



### Permission To Leave Early

Please submit a Permission to Leave Note if you need to

take your student from school during the day. We would ask that parents make every effort to minimise students missing class time and try arrange appointments outside school hours.

The school have a legal responsibility to report student attendance to both the Department of Education and Tusla. The maintenance of accurate attendance records are vital for this purpose. The submission of Absence and Permission to Leave notes by parents are a critical component for completeness.



### Return after Absence

The screenshot shows a mobile app interface for submitting an absentee form. At the top, the status bar shows 'Eir', signal strength, time '09:52', and battery '68%'. The app header is 'Absentee form' with a menu icon on the left and a 'History' tab on the right. The main form has two sections: 'Student' and 'Absent'. Under 'Student', there is a 'Name' dropdown menu with 'Sophie TEST (1)' selected. Under 'Absent', there is a instruction 'Please enter only the dates that your child will be absent from the school.' followed by 'Absent from' and 'Absent to' dropdown menus, both showing '06-08-2020'. Below these is a 'Reason' dropdown menu. A 'Further Details' section is also present. At the bottom, there is a 'Parent/Guardian' section with the text 'JMM McManus' and '06-08-2020'. A 'Submit' button is located at the bottom right of the form.

# Digital Forms

**Any form which a parent needs to approve or acknowledge will be published in the App. Parents will only see forms that relate to them. A full history of forms submitted is in the App.**

For example:

## Consent Forms

Permission to go on a trip or attend an event.

## Terms of Use Agreements

Parents/Guardians/Students agreeing to terms of use of computer equipment.

## Acceptance of School's Rules

Parents/Guardians/Students agreeing to be bound by school rules and code of conduct.

## Security – PIN

The App includes an optional 4-digit PIN security on all forms and payments. Parents/guardians can turn this on in their profile.

**Consent form**

**Trip To Buren Adventure Center**  
Last Date: Mon, 31 Aug 2020  
All 1st year students are invited to Carlingford Adventure Centre for a day of fun and team building.. Full lunch and snacks included. Please bring change of clothes and towel.

• Does your son/daughter have any dietary requirements we should be aware of?

Add comment

• You child will have the option of selecting one additional excursion. Please select

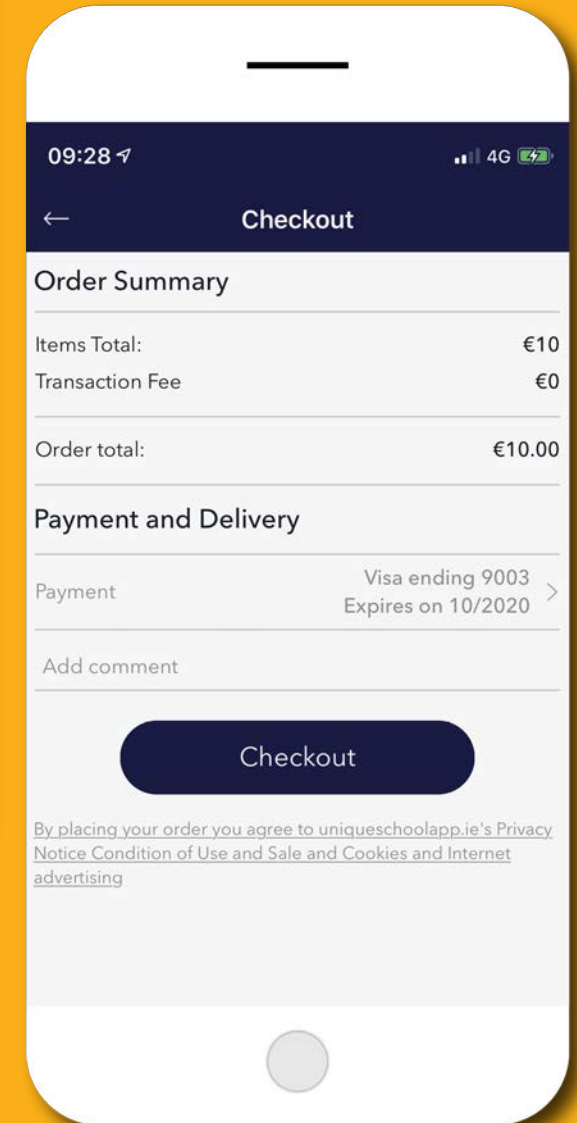
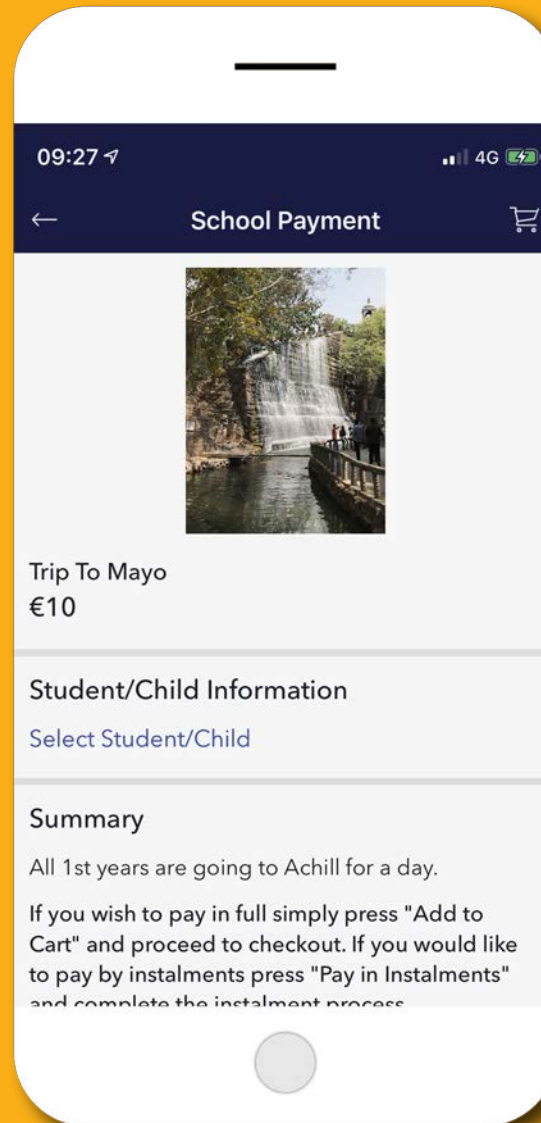
☐ Canoeing  
☐ Abseiling  
☐ Archery

**Student/Child Information**  
Name  
Sophie TEST

**Consent**  
☐ I permit ☐ I don't permit

# Payments

- **Alerted notifications when payment due**
- **Only see items that relate to their child**
- **Pay in full by credit or debit card**
- **Receipt sent by email immediately**
- **Full payment history available**

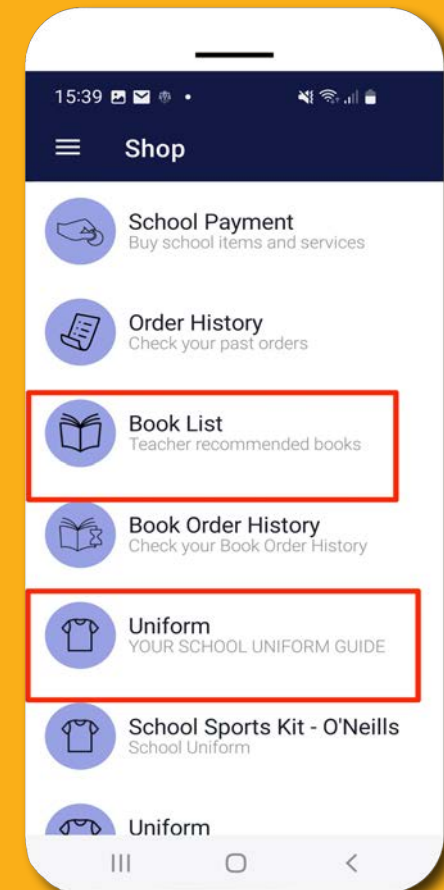
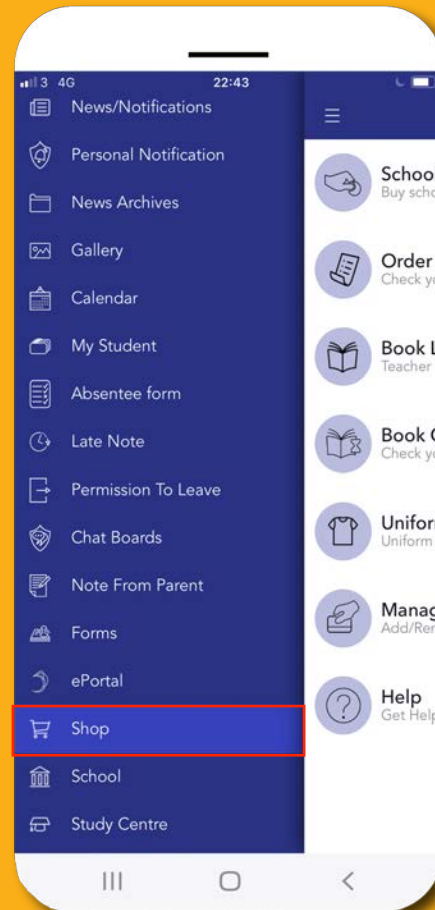




# Booklists & Uniform



Parents/guardians can find Booklists and Uniform Guidelines under the Shop module.

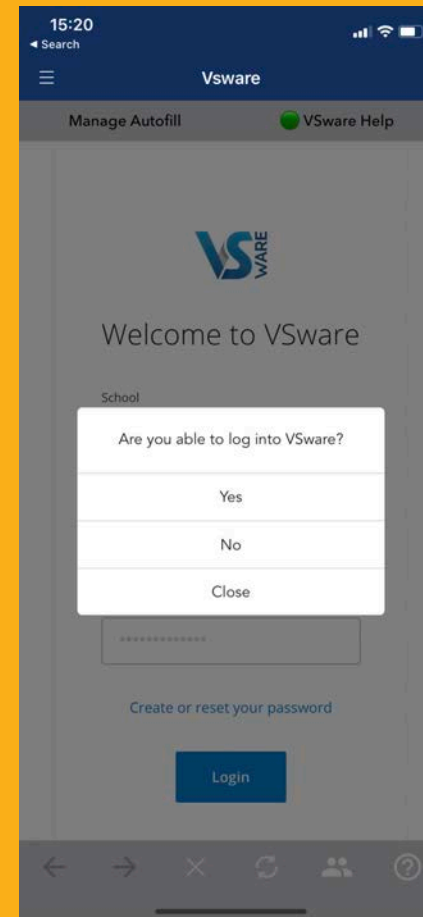
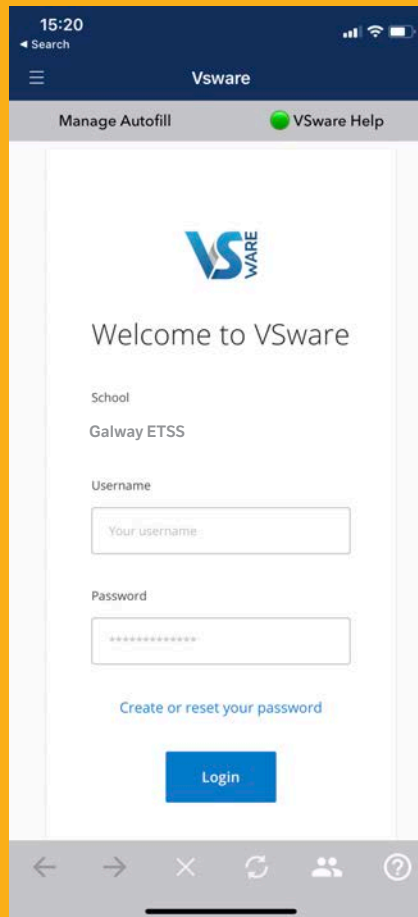




# VSware

**You can quickly and seamlessly access your student's VSware details through the App.**

- 1 VSware on the home screen
- 2 Your username will be automatically populated by the App
- 3 If you have previously saved your password into the App this will also auto populate and simply login.
- 4 If you have not previously saved your VSware password to the App tap "Manage Autofill" at top of screen and save your password
- 5 Password issues - Create or reset your password
- 6 VSware Help on top right
- 7 [support@uniqueschools.ie](mailto:support@uniqueschools.ie)



# My Student



## Consent to use student's image

Parents/guardians can grant and/or revoke consent for the school to include their student's image in photos/videos across the school's communications platforms.

The screenshot shows the 'My Student' app interface. At the top, there's a dark blue header with a menu icon and the text 'My Student'. Below this, the 'Picture Permission' section is displayed. It contains two paragraphs of text explaining the school's policy on using student photos and videos. The first paragraph states that the school maintains a database of photos from events and that it's customary to take photos for a pictorial and historical record. The second paragraph mentions that photos and videos of students may be published on the school website, app, social media, or in brochures, yearbooks, newsletters, and newspapers. Below the text, there's a 'Confirmation:' section with two radio buttons: 'I consent' (which is selected) and 'I do not consent'.



## Medical Form

Parents/guardians supply and easily update their student's medical information and emergency contact details through the App.

The screenshot shows the 'Medical Form' app interface. At the top, there's a dark blue header with a back arrow and the text 'Medical Form'. Below this, there's a paragraph of text explaining that the following information must be supplied to the school to ensure the highest level of care. This is followed by the name 'Matt Toms'. Below that, the 'Emergency Contact 1' section is shown, with fields for 'Contact Name' (Marian) and 'Contact Mobile Number' (+353851231234). Below this, the 'Emergency Contact 2' section is shown, with fields for 'Contact Name' (Jennie) and 'Contact Mobile Number' (+353851234567). At the bottom, the 'Family Doctor' section is shown, with fields for 'Name' and 'Address'.

The screenshot shows the 'Medical Form' app interface. At the top, there's a dark blue header with a back arrow and the text 'Medical Form'. Below this, the 'Medical Insurance/ Medical Card No' section is shown, with fields for 'Medical Insurer', 'Medical Insurance No.', and 'Medical Card No.'. Below this, the 'Current and Past Medical Info' section is shown, with a sub-section 'Disability Information' containing several checkboxes: 'No Disability', 'Problems with ASD/Asperger's', 'Problems with Communication', 'Problems with Consciousness', 'Problems with Palliative Care needs', 'Problems with Eating and Drinking', 'Problems with hand function', 'Problems with hearing', and 'Problems with incontinence'.

# Registering for the App

1

You must have provided the school with a mobile number for each parent/guardian

2

## DOWNLOAD

Galway ETSS from App Store or Google Play - you will have received an SMS with a link

3

## VERIFY

- Your school connection - Parent/Guardian
- Your mobile number via one time passcode sent to your phone
- Your email address via link sent to your email

4

## ENTER

your digital signature and click register

5

## SWITCH ON NOTIFICATIONS

to ensure that you receive alerts when the school posts notifications

I am a ...

- ☐ Student
- ☐ Parent/Guardian
- ☐ Teacher/Staff
- ☐ Parent/Guardian & Teacher/Staff

Parent/Guardian

Enter your mobile no. which you have provided to school for communication. We will send a verification code (OTP) on this mobile number via SMS.

Country Code  
353      Mobile No. \_\_\_\_\_

Parent/Guardian

Alison O'Keeffe  
353 8635466

Email  
alison@uniqueschools.ie

Password  
.....

Confirm password  
.....



By registering I agree to all terms and conditions.

# UniqueSchools

Queries

**support@uniqueschools.ie**

