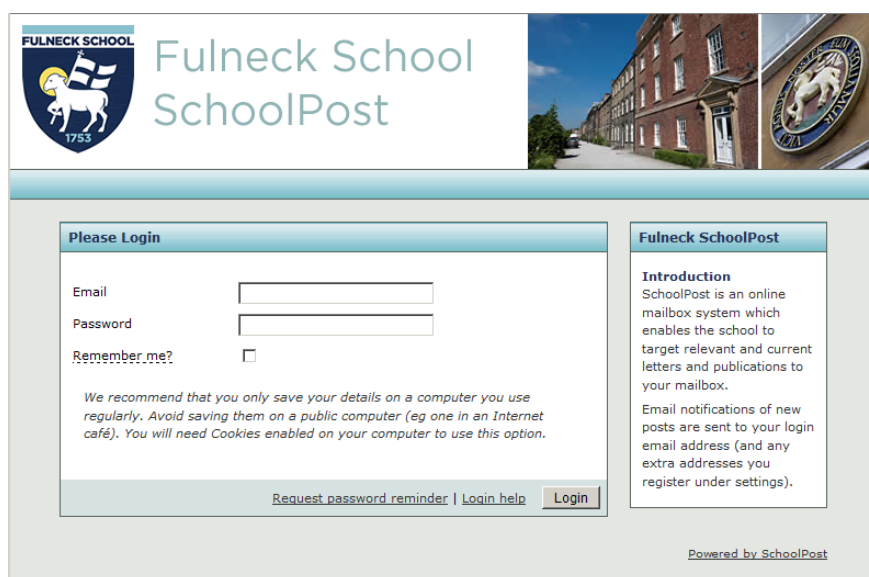


At Fulneck School we communicate with parents using a system called SchoolPost. This is a fast and safe way for us to send messages out via email and SMS. We will send newsletters and food menus regularly as well as trip information and general communication. The system is straightforward to use, messages will be sent to your email address in PDF format, text messages will be used for urgent communications such as weather warnings or trip delays.

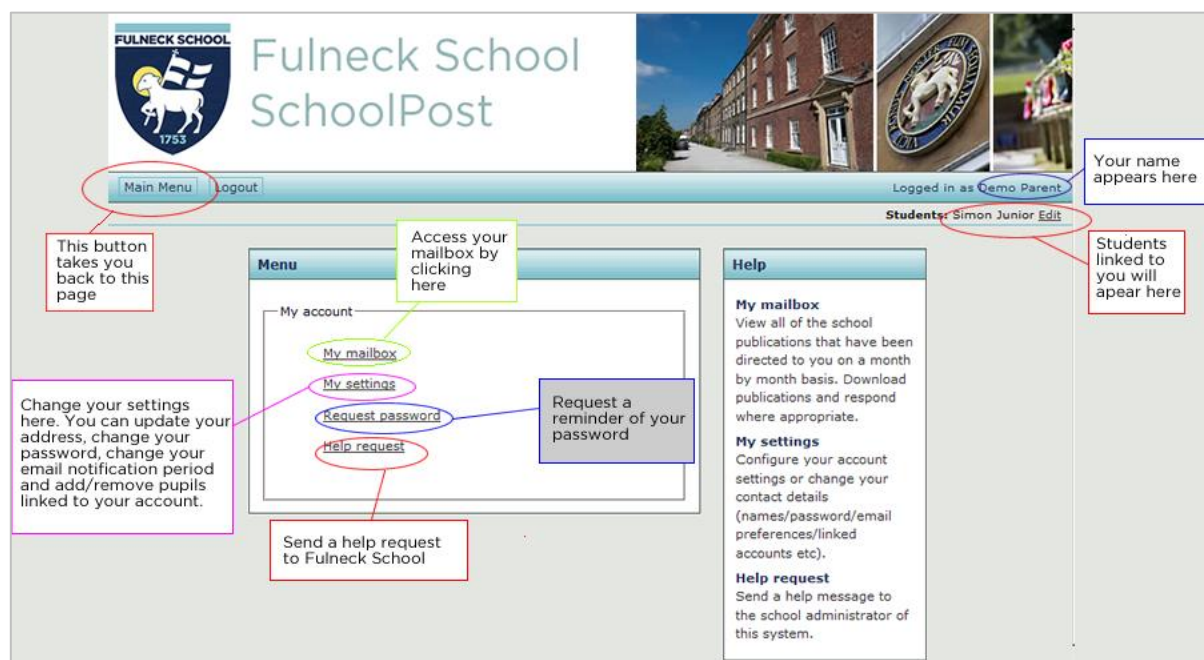
Anything we send to you will be stored in your mailbox at <https://fulneck.schoolpost.co.uk>. To gain access to your area, click on the link below and enter your email address. A new password will be emailed to you.

<https://fulneck.schoolpost.co.uk/password-request>



The screenshot shows the Fulneck School SchoolPost login interface. At the top left is the Fulneck School crest with the year 1753. To its right is the text 'Fulneck School SchoolPost'. On the right side of the header is a photograph of the school building. Below the header is a 'Please Login' section with input fields for 'Email' and 'Password', and a 'Remember me?' checkbox. Below these fields is a note: 'We recommend that you only save your details on a computer you use regularly. Avoid saving them on a public computer (eg one in an Internet café). You will need Cookies enabled on your computer to use this option.' At the bottom of the login section are links for 'Request password reminder', 'Login help', and a 'Login' button. To the right of the login section is a 'Fulneck SchoolPost' sidebar with an 'Introduction' section explaining the system and an 'Email notifications' section. At the bottom right of the page is the text 'Powered by SchoolPost'.

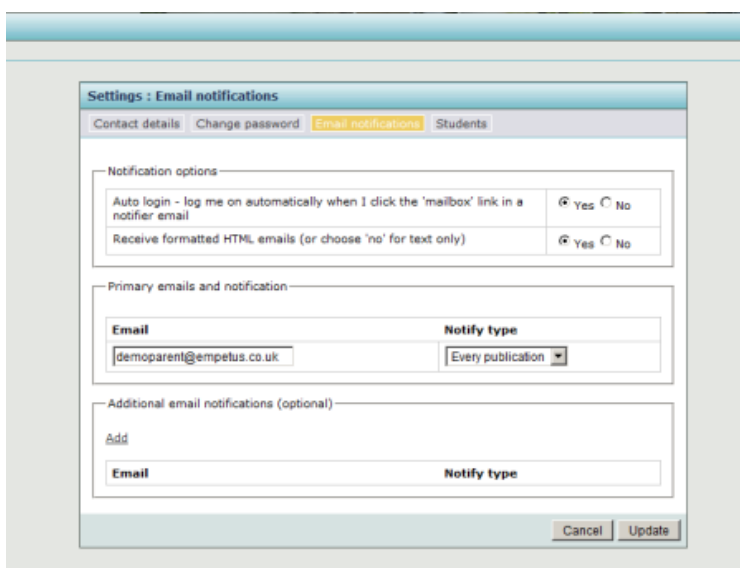
After you log on you see the following screen. I have highlighted some of the important features.



The screenshot shows the Fulneck School SchoolPost dashboard after a user has logged in. The header includes the school crest, the text 'Fulneck School SchoolPost', and a navigation bar with 'Main Menu' and 'Logout' links. The user is logged in as 'Demo Parent' and is a 'Student: Simon Junior'. The dashboard is divided into several sections: 'Menu' (containing links for 'My account', 'My mailbox', 'My settings', 'Request password', and 'Help request'), 'Help' (containing sections for 'My mailbox', 'My settings', and 'Help request'), and a 'Your name appears here' section. Annotations with red boxes and arrows point to various features: 'Main Menu' (labeled 'This button takes you back to this page'), 'My mailbox' (labeled 'Access your mailbox by clicking here'), 'My settings' (labeled 'Change your settings here. You can update your address, change your password, change your email notification period and add/remove pupils linked to your account.'), 'Request password' (labeled 'Request a reminder of your password'), 'Help request' (labeled 'Send a help request to Fulneck School'), and 'Your name appears here' (labeled 'Your name appears here'). The 'Help' section also contains a 'Students linked to you will appear here' annotation.

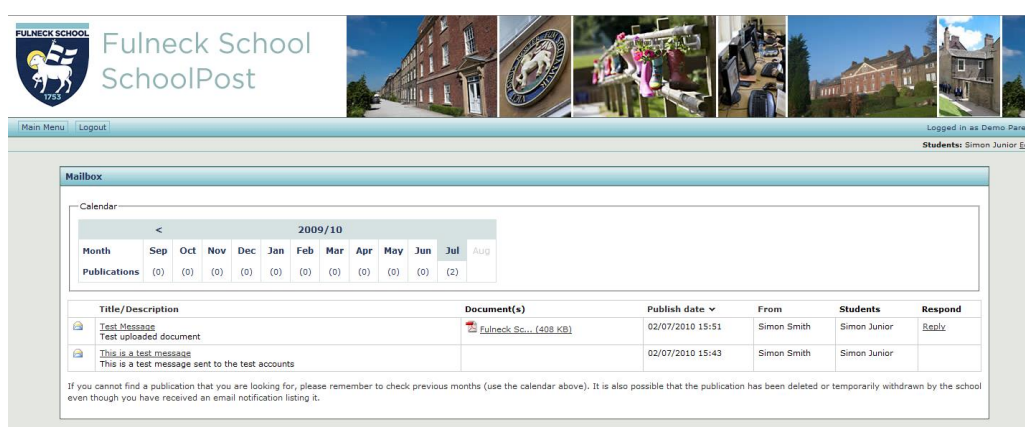
The **email notification screen** allows you to:

- change how often you are notified when a new message is posted to your mailbox;
- add additional email addresses to the system;
- set an auto logon to the system.



Click on the **My Mailbox** link to see the communications sent to you and your child.

The example below shows a calendar with a list of past communications.



| Title/Description  | Document(s)            | Publish date     | From        | Students     | Respond |
|--|------------------------|------------------|-------------|--------------|---------|
| Test Message<br>Test uploaded document                                     | Fulneck Sc... (408 KB) | 02/07/2010 15:51 | Simon Smith | Simon Junior | Reply   |
| This is a test message<br>This is a test message sent to the test accounts |                        | 02/07/2010 15:43 | Simon Smith | Simon Junior |         |

July shows there are two test messages linked to this account.

Clicking on each number brings up that month's communication.

In the example, one email has a PDF document attached. Clicking on the title opens the document.

In the respond column there is a reply link. This allows you to send messages back to the school directly about the message.