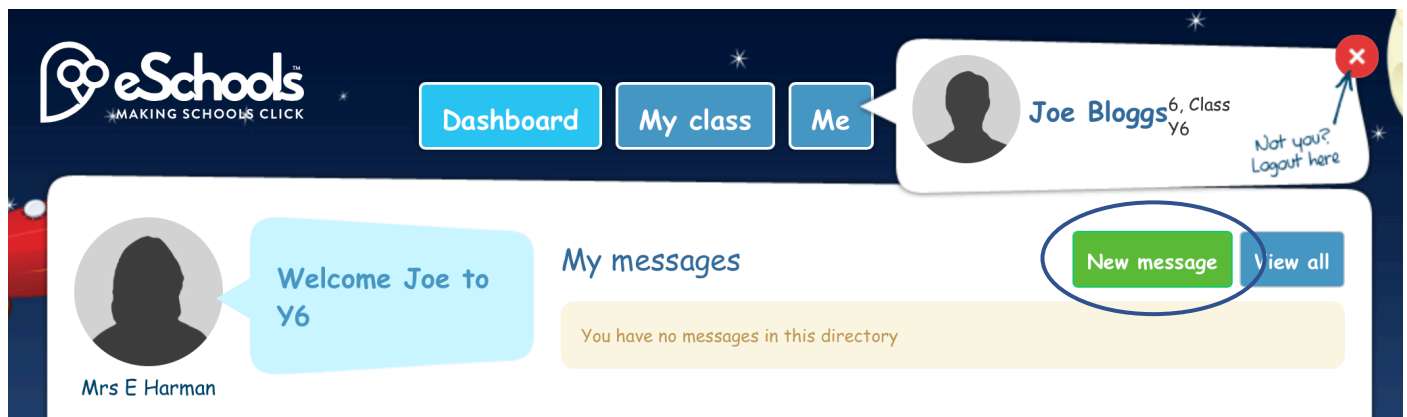
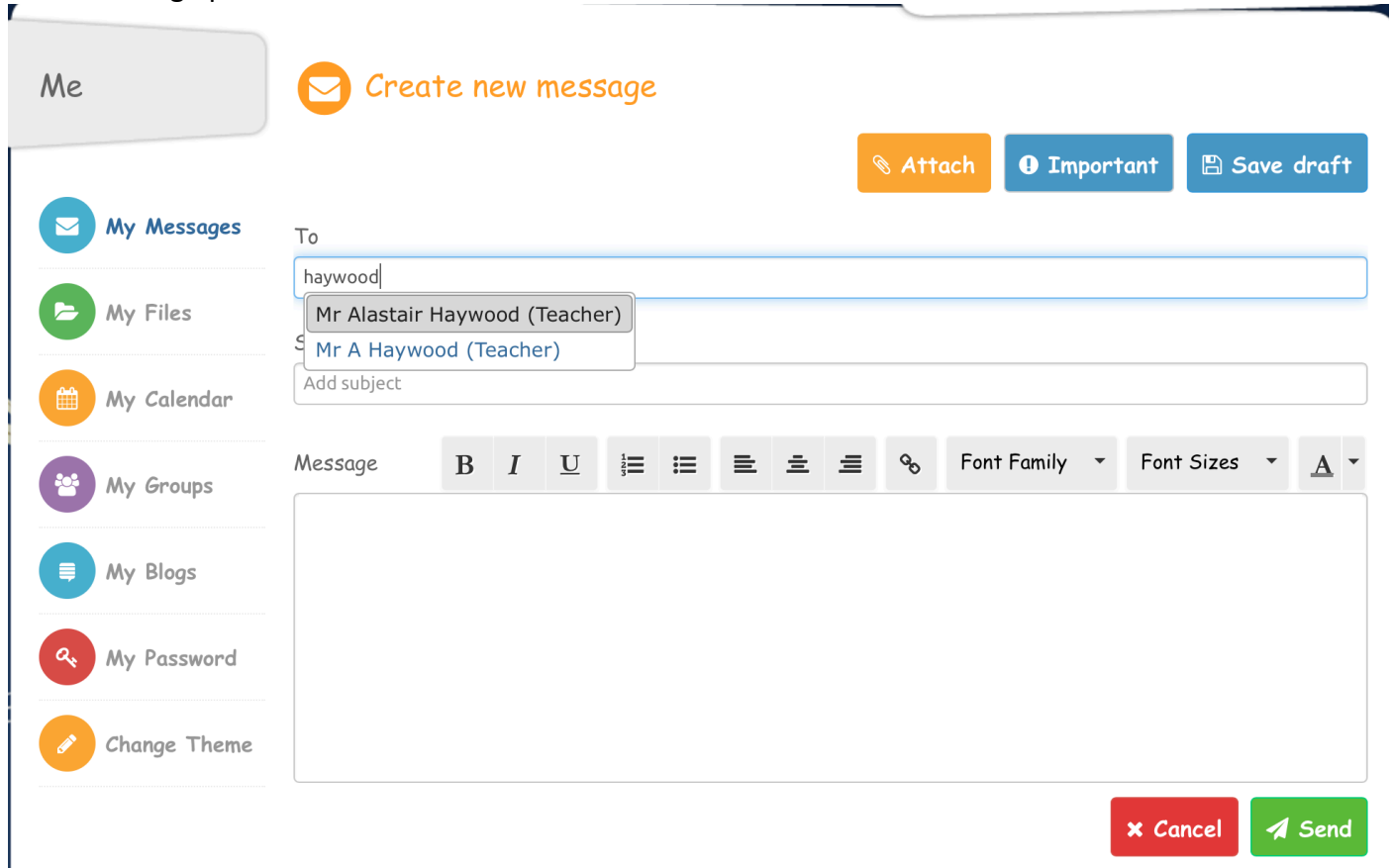


How to...send a message

Once you've logged in, click on the new message button.



This will bring up this screen:



Here the children can compose their message. They start by adding a recipient. If they begin to type a name, it will auto generate all matches within our school database. Click on the name of the person you would like to send a message to. You can add multiple recipients to a message.

Children should then add a subject and the text of their message. If they need to upload a document (eg to show a teacher something they are stuck on) this can also be done.

Please note – all messages can be seen by members of staff and there is a high-level bad language filter in place.