



# Over St. John's C.E. Primary School

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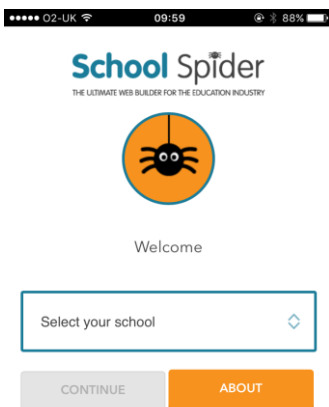
Head Teacher: Mrs E Snowdon BA(Hons) PGCE NPQH

Thursday 12<sup>th</sup> September 2019

Please follow the instructions below to download the app.

The School Spider app allows parents to receive communication from the school quickly and easily. This includes direct messages to parents, parents evening booking, surveys and forms and more.

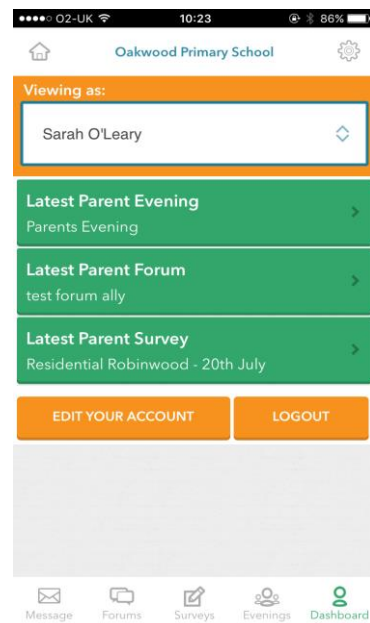
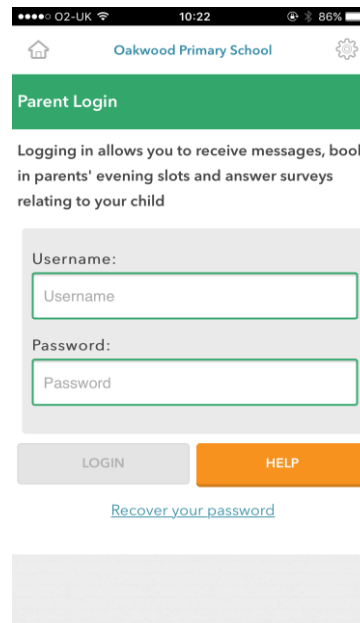
You can download the app for free from the Apple App Store or Google Play on Android phones. If you do not have access to a smartphone/tablet you can still book parents evenings, complete surveys and forms etc via the parent log in on the school website. You can log in via the top black bar on the school homepage.

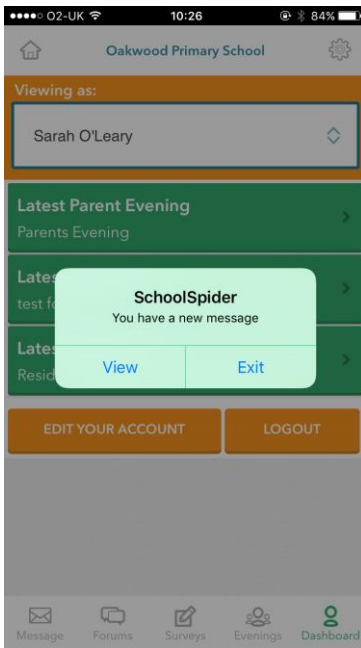


When you download the School Spider app you will need to select your school using the drop down bar such as on the picture on the left.

Once you have selected the school you want to view, you can access any recent news/calendar/gallery/blogs which have been posted to the website. **You need to log in as a parent to be able to receive communication.**

Select login as a parent to input your username and password. (A reminder of login details will be sent via email to all existing users. Hatchmere parents will receive a text). Here you can see the child you are viewing (you can select the child's name to select a different child if you have multiple children at the school). You can select EDIT YOUR ACCOUNT to change passwords and personal information.





Once you are logged in, you don't need to do anything. You will then start receiving messages either direct or to ask you to complete surveys, book parents evening etc.

Once you view the message, if it is asking you to complete a form or to book a parents evening a notification will pop up over the icon at the bottom of the dashboard.

Booking parents evening and completing surveys and forms are very self explanatory. Below shows how a parents evening looks when you log on and once you have booked your slot.



If you would like to learn more about the app and how it works you can watch the below YouTube tutorial. <https://youtu.be/jPmH-CEhLcg>

