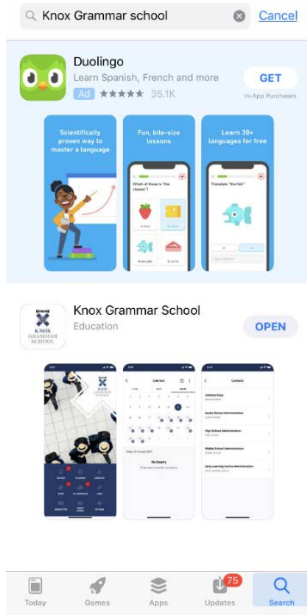




KNOX GRAMMAR SCHOOL

KNOX GRAMMAR SCHOOL APP

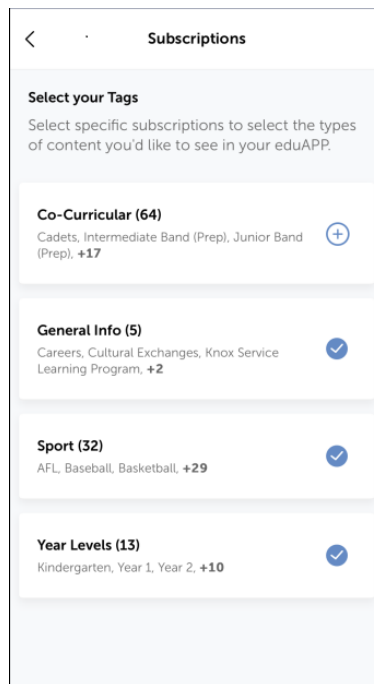
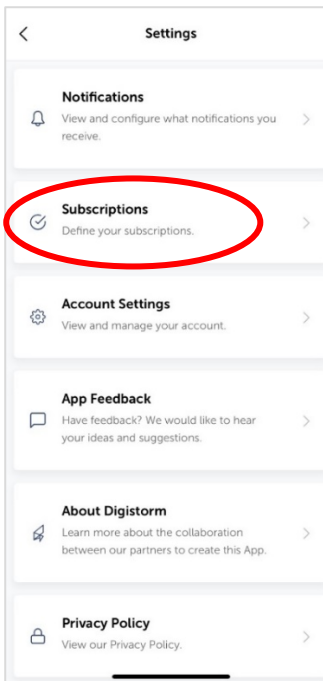


To download the app go to your app store and search for 'Knox Grammar School'

Once you have downloaded the app your home screen will look like this:

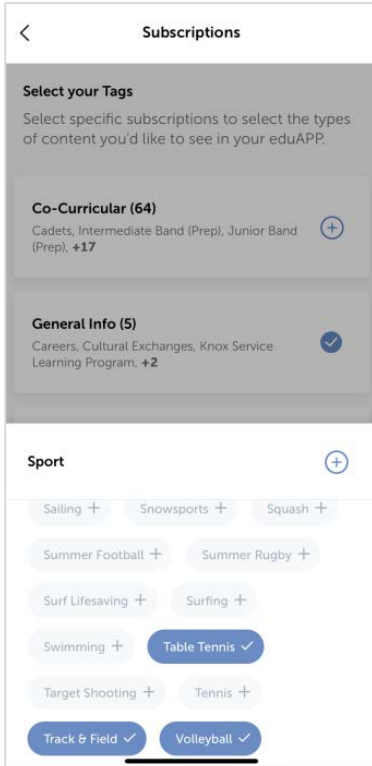


Go to the **settings** tab and then to **subscriptions** to subscribe to the groups from which you would like to receive notifications/information.

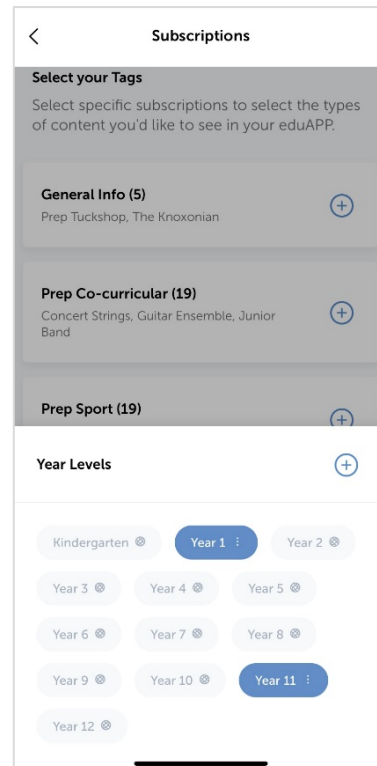


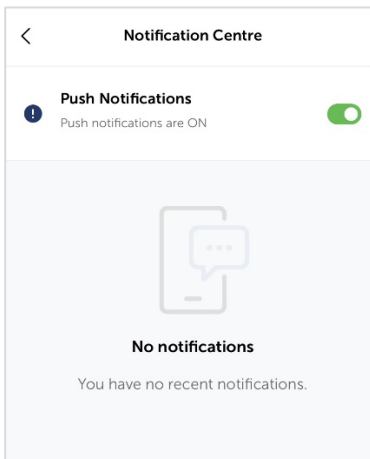
Tag categories are used to group tags together such as sport, year levels, co-curricular etc.

Click category to see the activities listed



Tags are highlighted by default. Unhighlight to unsubscribe from the groups from which you do not wish to receive information



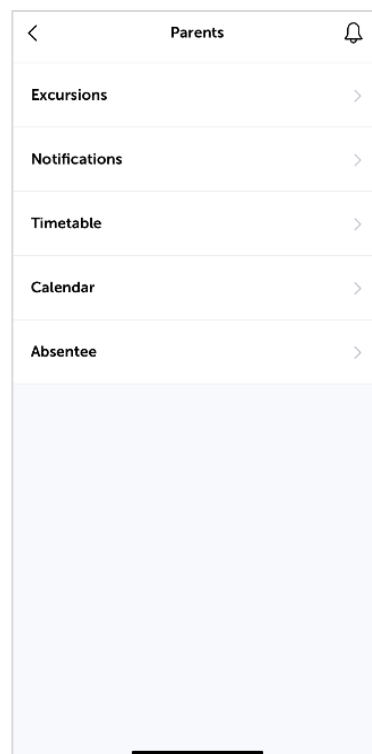


Ensure that your push notifications are set to 'on' under **Notifications** on the settings page

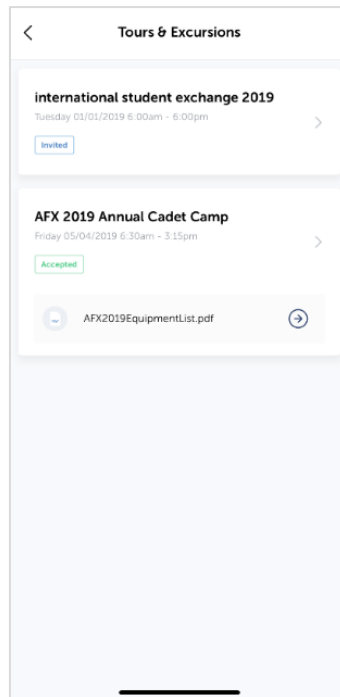
To seamlessly access Parent Lounge, first click on the Parent Lounge icon from the dashboard and then enter your username and password.

This should save your details for future use and so whenever you use the Parent Lounge button you should be directed straight through without having to re-enter login details.

When accessing Parent Lounge you should see the following screen, followed by a screen containing your son's name when clicking on any of the options.

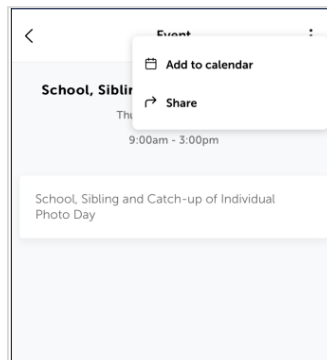


Clicking on excursions will take you to any excursions that you need to accept- as per the usual Parent Lounge options.



Senior School parents are able to view their son's timetable.

Calendars are also filtered according to your son's campus or year group. To access the general public calendar use the calendar option on the home screen. To add an event to your own calendar first click on the event and then the three dots in the top right of the screen.



ABSENCE NOTIFICATIONS

This screenshot shows the 'Absent from school' form. Annotations with arrows point to specific fields:

- An arrow points to the 'Date From' field, which is pre-filled with '24 May 2019'. The text says: "Ensure the dates are correct. Today's date is pre-filled."
- An arrow points to the 'Type of Absence' dropdown menu. The text says: "If Early Departure or Late Arrival enter the time of departure/arrival".
- Two arrows point to the 'Comment' and 'Instructions' text areas. The text says: "Enter further details in the comment or instructions boxes".

The form includes fields for Student, Date From, Date To, Type of Absence, Reason for Absence, Comment, and Instructions. At the bottom, there is a 'Done' button and a summary section titled 'Absent from school' with options for 'Absent Morning' and 'Early Departure'.

This screenshot shows the 'Early Departure' form. An annotation with an arrow points to the 'Attach Medical Certificate' section, which includes a file upload area and a '+ Choose' button. The text says: "Medical certificates may be uploaded".

The form includes fields for Date, Type of Absence, Reason for Absence, Departure Time, Comment, and Instructions. At the bottom, there is a 'Cancel' button and a '+ Submit New' button.