



## Dear Parent

We are very pleased to announce the launch of the School Communicator – an innovative and exciting new way of communicating with parents. The School Communicator keeps you up-to-date with what's happening at the school. It updates automatically, and brings you all the latest news and calendar events. It also contains a photo gallery, contact list and a range of useful links and documents.

## Getting started

Installing the School Communicator is dead simple. Insert the CD you have received into your computer. It should play automatically. Now click on the Install button and follow the on-screen instructions. You can also download the installer from the School Communicator website: [www.school-communicator.com/downloads](http://www.school-communicator.com/downloads).

You can install the School Communicator on as many computers as you like – for example work and home or both and your spouse. The School Communicator is compatible with Windows XP, Vista and Windows 7, as well as Mac OS 10.5 and 10.6.

## Always up-to-date

News and relevant information is added regularly by the school. Your School Communicator will automatically update as new information is added. There's nothing further you need to do. The School Communicator will pop up once a day when you switch on your computer, so you're always informed of what's happening at the school.

## Get only the news you want

You can select which news and calendar information you'd like to receive. Click on the Personalise tab and select the relevant channels from the list provided.

## Keep us up-to-date too

Make sure we have the correct contact information for you – update your personal details using the My Details tab. This information is sent directly to the school and is used to update our own records. It is not shared with anyone else. Please update your details whenever they change so that our records are always up-to-date.

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### **How will the School Communicator affect your computer?**

The School Communicator is a lightweight application and should have no noticeable impact on your computer. In some instances you might need to change your anti-virus or firewalls settings to allow the School Communicator to run. If you are on a company network you might need to ask your network administrator to assist you.

### **Bandwidth**

The School Communicator typically uses about 30Mb of data a month. This will fluctuate a little from month to month depending how often we update the content, but should never be excessive.

### **Can you get a virus from the School Communicator**

No. The School Communicator has been extensively tested, and uses public/private key encryption to ensure the authenticity of all updates. Further safeguards are in place to prevent the School Communicator from altering any data outside of the folder into which it has been installed. Over 100 000 parents are already successfully using the School Communicator, both at home and at work.

### **Privacy**

Any personal information shared with the School Communicator (including your registration details) is absolutely private, and may only be used by the school. It may not be sold or shared with any third party. The School Communicator servers are protected by Thawte to ensure no unauthorised access of your details.

### **Support**

Please contact us if you have any questions or concerns. You can also contact the School Communicator support team if you experience any problems running the School Communicator. Contact them on 0860 22 11 36 or [support@school-communicator.com](mailto:support@school-communicator.com).

### **Kind regards**

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