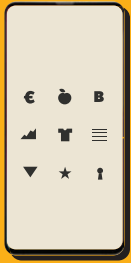# LUCAN COMMUNITY COLLEGE

Parents single point of engagement!

usapp

Lucan Community College App

The School's Official Platform

The App is the school's official platform. It is private and secure. Only current parents/guardians, students and teachers have access.

Parents/guardians and students know with certainty that all school published information is available in the one place – the School App.

The features and functions include:

- Communications
- Digital Attendance Forms
- Digital Sign In/Out for Students and Visitors
- Digital Forms
- My Student

- Link to VSware
- Parent Reminder Dashboard
- Booklist
- School Information
- Link to Website

Communications

Parents/guardians will receive alerted Notifications which are relevant to them.

Turn on Notifications!

It is very important that you turn on Notifications during the setup process or you will miss important, time-sensitive publications.

Notifications are used for publishing information on the day-to-day administration of school.

News

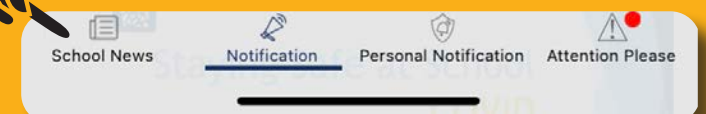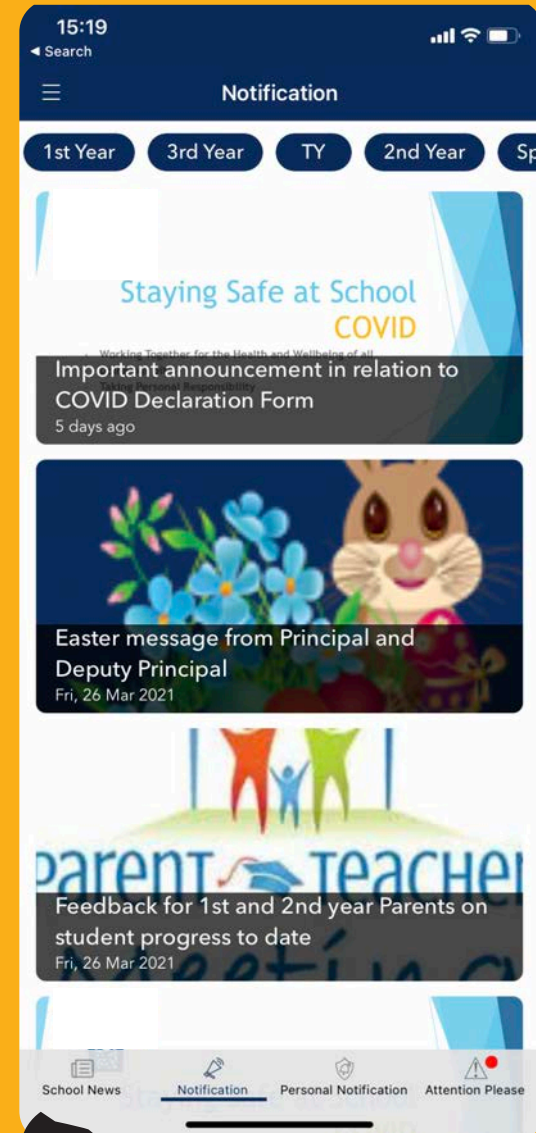The News will consist of the 'nice-to-know' goings on in the school.

Personal Notifications

Private Message to a group or individual parent/guardian. This will only be visible to that user. The system includes a "read" flag when the notification is opened and read by the user.

Note from parent

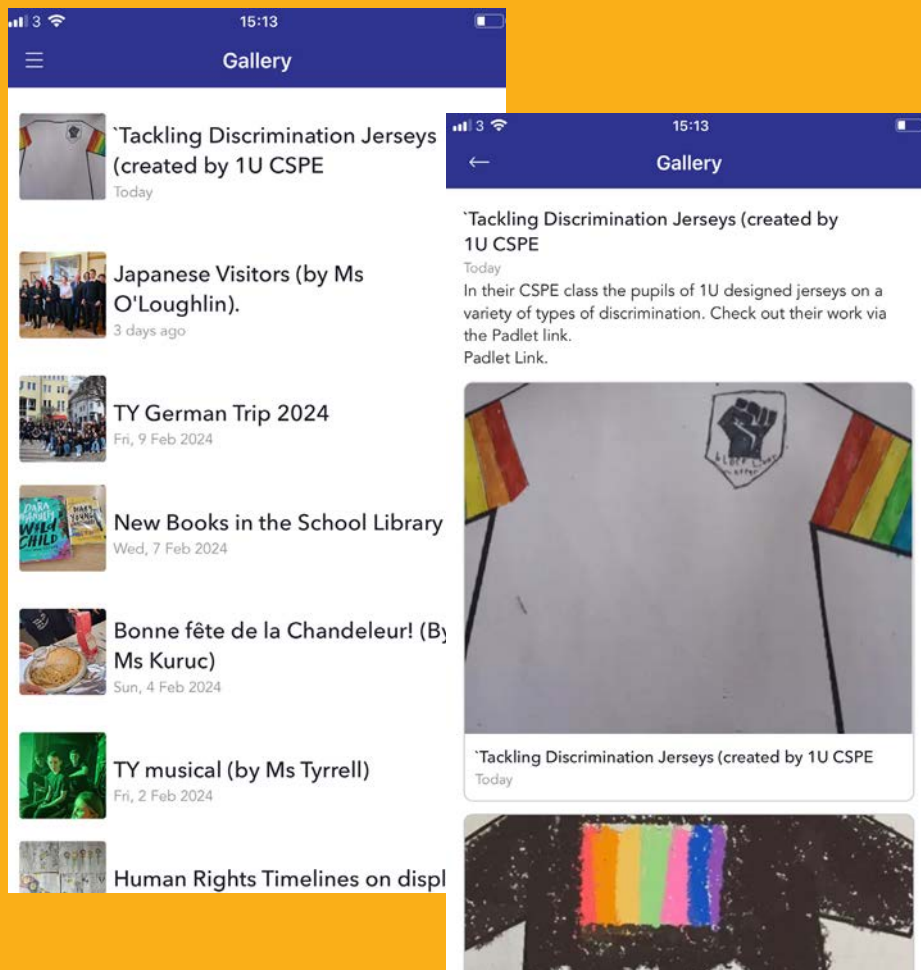Parents/guardians can quickly and easily submit notes.

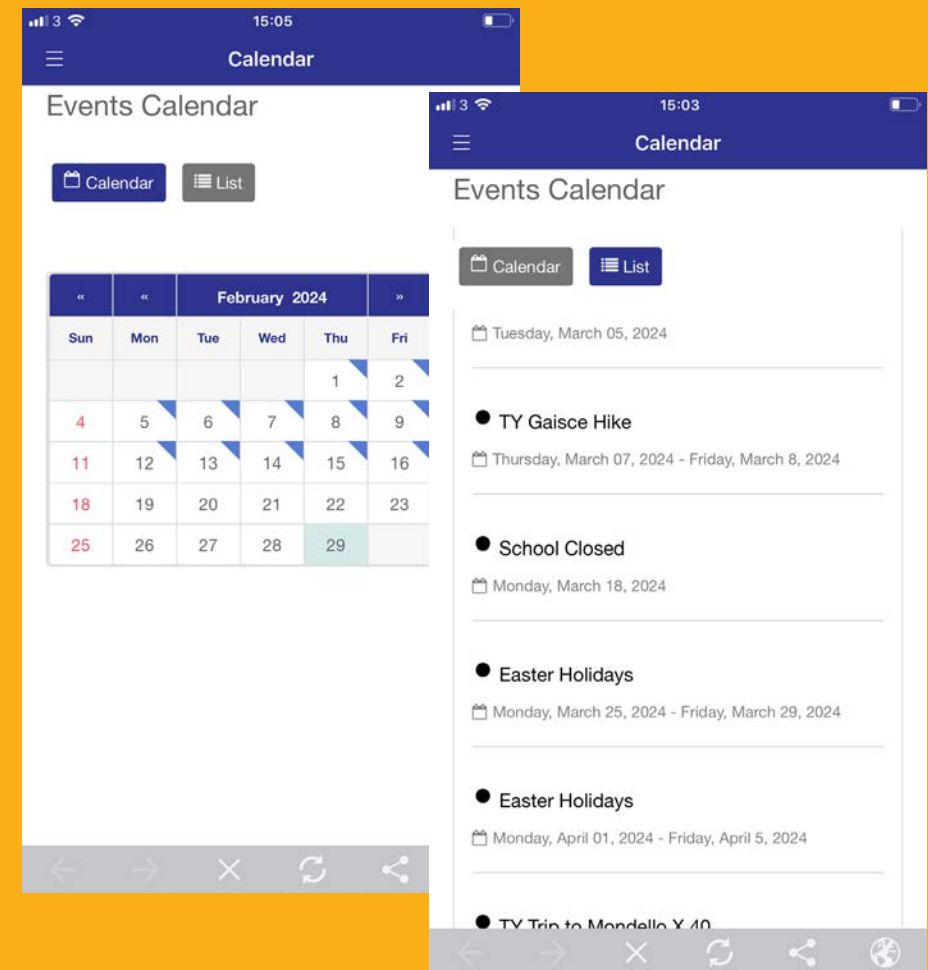Quick access to school communications from bottom bar

🖼️ Gallery

See all the latest photos from life in your student's school.

📅 Calendar

The App Calendar makes it easy for parents and students to check times and dates for school events.

Digital Attendance Forms

Parents/guardians **MUST** submit attendance forms through the App **BEFORE 08:15am** to allow school staff time to process the form.

Security – PIN

The App includes an optional 4 digit PIN security on all forms and payments. Parents/guardians can turn this on in their profile.

Absentee Notes
Parents must inform the school of the student's absence.

Late Notes

Permission To Leave Early
Please submit a Permission to Leave Note if you need to take your student from school during the day. We would ask that parents make every effort to minimise students missing class time and try arrange appointments outside school hours.

The school have a legal responsibility to report student attendance to both the Department of Education and Tusla. The maintenance of accurate attendance records are vital for this purpose. The submission of Absence and Permission to Leave notes by parents are a critical component for completeness.

Return after Absence

Absentee form

Absentee form | History

Student

Name
Sophie TEST (1)

Absent

Please enter only the dates that your child will be absent from the school.

Absent from
06-08-2020

Absent to
06-08-2020

Reason

Further Details

Include signature here

Parent/Guardian
JMM McManus
06-08-2020

Submit

Digital Sign In/Out

Digital Sign In & Sign Out

Students arriving Late or Leaving Early MUST sign in/out at reception.

Parents/Guardians Signing Out Students

Parents/guardians are required to sign out students who are leaving school early.

A Permission to Leave Early form must be submitted for prior approval.

Digital Forms

Any form which a parent needs to approve or acknowledge will be published in the App. Parents will only see forms that relate to them. A full history of forms submitted is in the App.

For example:

Consent Forms

Permission to go on a trip or attend an event.

Terms of Use Agreements

Parents/Guardians/Students agreeing to terms of use of computer equipment.

Acceptance of School's Rules

Parents/Guardians/Students agreeing to be bound by school rules and code of conduct.

Security – PIN

The App includes an optional 4-digit PIN security on all forms and payments. Parents/guardians can turn this on in their profile.

Booklists & Uniform

Parents/guardians can find Booklists and Uniform Guidelines under the Shop module.
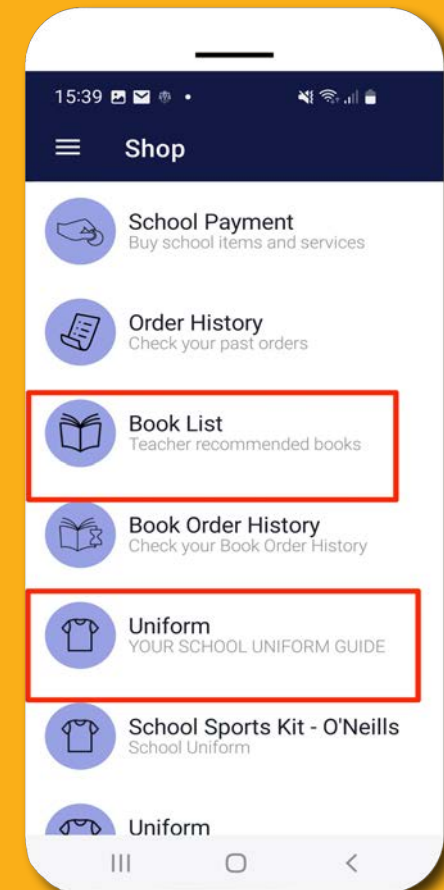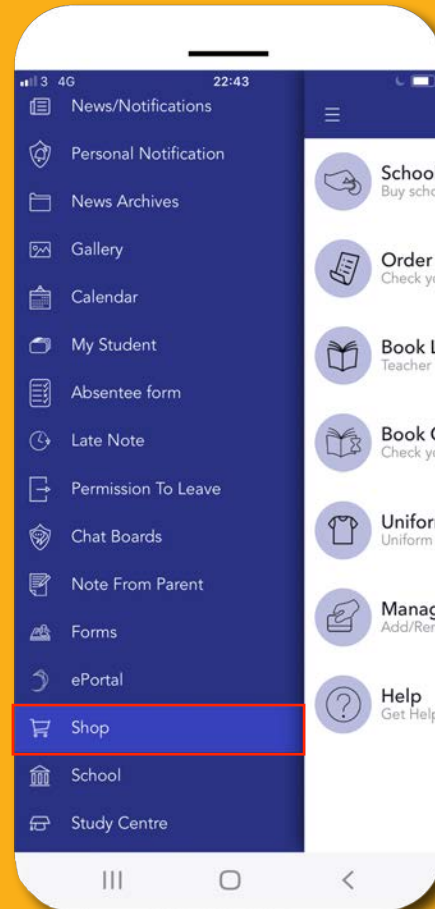
VSware

You can quickly and seamlessly access your student's VSware details through the App.

1. VSware on the home screen

2. Your username will be automatically populated by the App

3. If you have previously saved your password into the App this will also auto populate and simply login.

4. If you have not previously saved your VSware password to the App tap "Manage Autofill" at top of screen and save your password

5. Password issues - Create or reset your password

6. VSware Help on top right

7. support@uniqueschools.ie
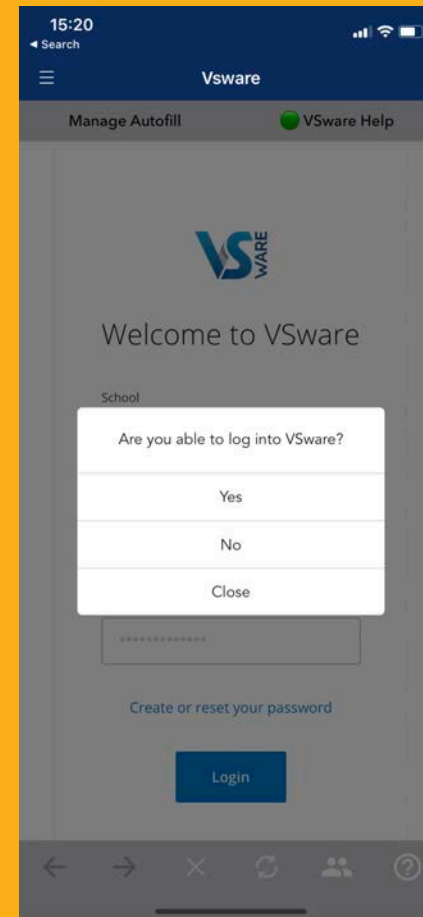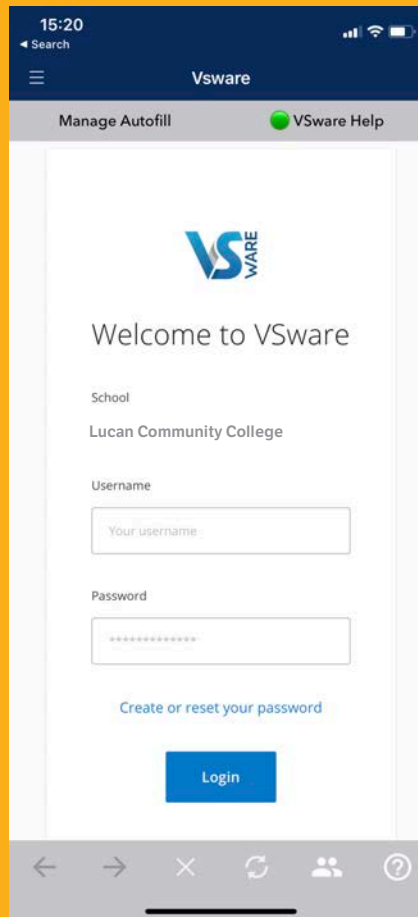
My Student

Consent to use student's image

Parents/guardians can grant and/or revoke consent for the school to include their student's image in photos/videos across the school's communications platforms.

Medical Form

Parents/guardians supply and easily update their student's medical information and emergency contact details through the App.

My Student

Picture Permission

Our school maintains a database of photographs from school events held over the years. It has become customary to take photos/videos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs/videos of student's and in some cases including their name, may be published on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

Consent is requested from each parent. Should the parent wish to have his/her child's photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, we will duly comply on receipt of a written request to the school principal or by revoking permission below, here in the App. Please note that any images/videos published by the school in yearbooks, newsletters, papers etc. up to this date, will remain in place based on previous consent given. No further images/videos will be published after the date of revocation.

Confirmation:
○ I consent   ● I do not consent

Medical Form

The following informaiton must be supplied to the school so we can ensure the highest level of care for your son/daughter. If during the course of the school year your child becomes ill or is receiving medical attention and/or medication, please inform the school as soon as possible.

Matt Toms

Emergency Contact 1

Contact Name
Marian

Contact Mobile Number
+353851231234

Emergency Contact 2

Contact Name
Jennie

Contact Mobile Number
+353851234567

Family Doctor

Name

Address

Medical Form

Medical Insurance/ Medical Card No

Medical Insurer

Medical Insurance No.

Medical Card No.

Current and Past Medical Info

• Disability Information
☐ No Disability
☐ Problems with ASD/Asperger's
☐ Problems with Communication
☐ Problems with Consciousness
☐ Problems with Palliative Care needs
☐ Problems with Eating and Drinking
☐ Problems with hand function
☐ Problems with hearing
☐ Problems with incontinence

Registering for the App

1 You must have provided the school with a mobile number for each parent/guardian

2 **DOWNLOAD**
Lucan Community College from App Store or Google Play - you will have received an SMS with a link

3 **VERIFY**

- Your school connection - Parent/Guardian

- Your mobile number via one time passcode sent to your phone

- Your email address via link sent to your email

4 **ENTER**
your digital signature and click register

5 **SWITCH ON NOTIFICATIONS**
to ensure that you receive alerts when the school posts notifications

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I am a ...

○ Student

○ Parent/Guardian

○ Teacher/Staff

○ Parent/Guardian & Teacher/Staff

Parent/Guardian

Enter your mobile no. which you have provided to school for communication. We will send a verification code (OTP) on this mobile number via SMS.

Country Code
353   Mobile No.

Parent/Guardian
Alison O'Keeffe
353 8635466

Email
alison@uniqueschools.ie

Password
·········

Confirm password
·········

By registering I agree to all terms and conditions.

UniqueSchools

Queries

support@uniqueschools.ie