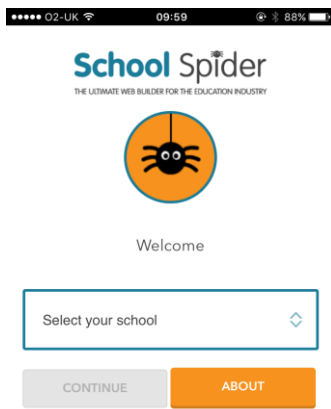# Sherwood Primary School
Website Parent Area/Parent App Information

Our School website is linked directly to the School Spider app. The app allows you to receive communication from the school quickly and easily. This includes direct messages, 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 via the parent area on the school website. You can log in via the top black bar on the school homepage.
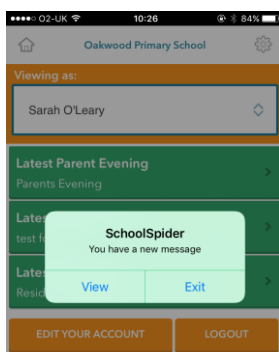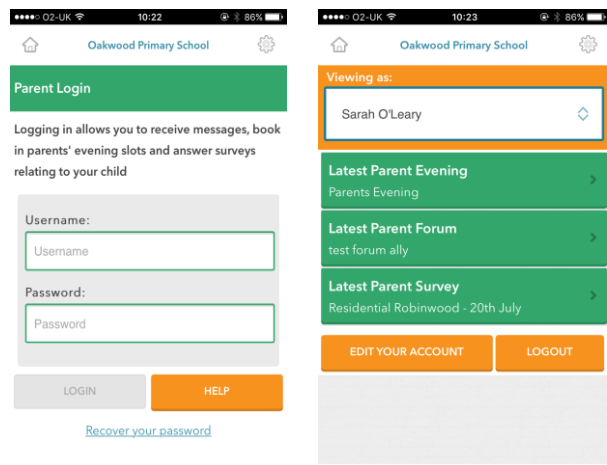
Using the app
When you download the School Spider app you will need to select Sherwood Primary School using the drop down bar (pictured).

Once you have selected Sherwood, you can access any recent news/calendar/gallery items 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. (These will be provided by the school). Here you can see the child you are viewing (you can select the child name to select a different child if you have multiple children at the school) You can also 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.
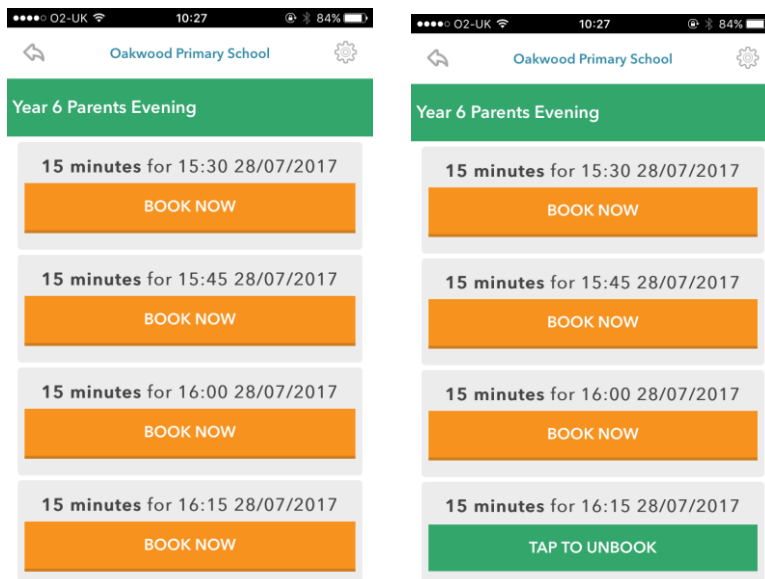
Once you view the message, if it is asking you to complete a form or to book a parents evening a notification will pop up over the icon at the bottom of the dashboard.

How to book a Parents' Evening appointment

Using the School Spider app

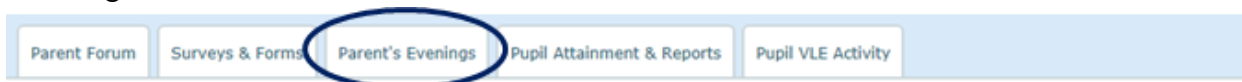Booking parents evening and completing surveys and forms are very self-explanatory using the app.

Pictured here: Booking a slot and changing your appointment.

Using the School Website to book your Parents' evening appointment

Step 1: Visit **www.sherwood.lancs.sch.uk** and login to the parent area using your unique username and password.
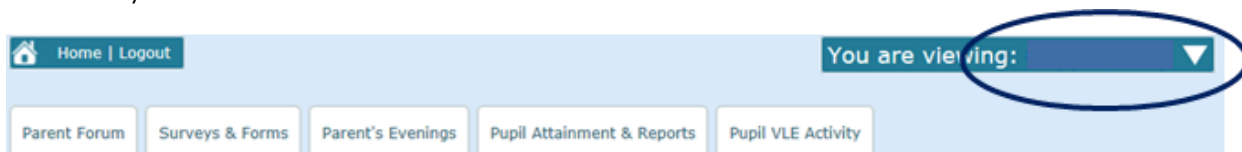
Step 2: Click on the Parent's Evening tab and select your child's class and your preferred evening.

Step 3: Select your preferred time slot by clicking **Book this slot**.

Booking more than one appointment: To repeat these steps for all of your children in school, please click on the blue dropdown menu on the top right of the screen. All of your children will be listed here. Select a name from the list and repeat the steps above for all of your children.

Please do not hesitate to contact a member of staff in the school office if you have any problems logging into the parent area of the school website or accessing the school spider app.