



## School Announcements

As part of our ongoing work to ensure effective communications we will trial use of Satchel One Noticeboard to share whole school announcements and letters with parents and carers.

To receive these announcements, you will need access to the Satchel One application. If you are unable to access Satchel One, please contact us through our website (<https://trinityhighrenfrew.co.uk/general-enquiries/>) and we will get back to you.

Once installed please ensure you have push notifications enabled for Notices on your account. To do this follow the steps below:

1. Go to *Settings* and click on *Notifications*
2. Scroll to *Notices* and toggle the switch to the right to subscribe to push notifications for announcements. Push notifications are pop ups that appear on your mobile device. You don't have to be on the app or using the device to receive them.

Note: If you choose not to enable notifications, you will still be able to view announcements – when logging in click on the Notice Board tab from the left-hand panel.

