Dear parents,

We are pleased to inform you that we are doing our little part to help the environment, and moving to electronic school-to-home communication with Signmee.

If you haven’t already, very soon you will receive an email invitation from Signmee inviting you to connect to <SCHOOL NAME> through Signmee.

**Step 1 – Creating an Account**

To do this, simply follow the link in the email and complete the required details to create an account.

Once you have created an account, you will be logged in to your Signmee inbox.

**Step 2 – Your Signmee Inbox**

The Signmee inbox in where most of our future school communications will be sent, this includes;

* Newsletters
* Excursion permission forms
* School updates
* Events
* And much more

You will be able to see all communications that relate to individual children in your Signmee inbox. Next to the communication will be the child that this relates to.

*Note: Any communications that are sent to the whole school, or to the family, the eldest child will be the name shown.*

**Step 3 – Communications from the School**

When a new communication has been posted in Signmee, you will receive a notification via email or SMS. You can click on the link in the email or SMS (on a smartphone) which will take you to the Signmee login page.

Once you login, you will be taken directly to the communication.

**Step 4 – Signing Communications**

There will be some communications that need to be signed. If it does, there will be a section at the bottom of the form where you can sign the form online.

In order to do this, you DO NOT need to print the form and sign it and send it back to the school. You can simply sign the form online at the bottom of the form using your Signmee login password.

Once you have signed a form, the school will be notified of this automatically.

Payment options and instructions will be provided in the communication that is sent.

**Step 5 – Regularly Using Signmee**

One of the great things about Signmee, is that you get to keep a copy of all communications in your inbox that are sent to you. There is also an online calendar that contains the dates of all of the excursions and events you have approved for your children to participate in.

This means that if you need to check back what was written in a newsletter, or the details of a working bee, or what time you need to drop your child off for an excursion, the information is always right at your fingertips in Signmee.

You can access Signmee anytime by visiting:

<http://signmee.meesys.com>

**Step 6 – Updating Details**

If you need to update your email address or mobile phone number, login to Signmee and click on the dropdown arrow in the top right-hand corner of the page, then click on “My settings”. In here you can update your personal details.

You will also need to inform the school of any changes via email or phone so we can update them in our other student systems as well.

**Step 7 – Questions/More Information**

If you have any questions, or require more information or help using Signmee, please visit <http://helpmee.meesys.com>, or contact <SCHOOL CONTACT NAME> on <CONTACT DETAILS>.

We look forward to keeping you more informed, and please feel free to provide any feedback you have.

Regards,