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14 May 2019

Dear Parents,

From Term 2, we will be going paperless for notes and no longer sending home printed copies. We encourage you to download the 'School eNews' app and take advantage of the convenience it offers you in accessing the most up to date information on school activities.

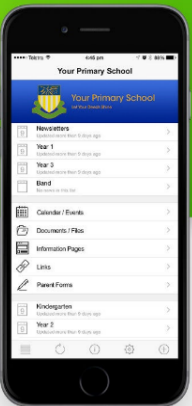
We also offer an option to digitally sign your permission. Alternatively, you can print the note and return the permission to the front office.

Please see the following for instructions on how to download the 'School eNews' app and how to access the digital permission.



# SchoolEnews

Schools send free alerts and notes, newsletters, notices, events, news and more to parents.



## How to install School Enews

**iPhone and iPad Users**

- 1) Press App Store icon on your device
- 2) Press Search and type in "Enews"
- 3) Press "Get", the app will download
- 4) Press "Open" and accept "push alerts"
- 5) Search for your school name

**Android Users**





- 1) Press Play Store icon on your device
- 2) Press magnifying glass and type in "Enews"
- 3) Press "Install", the app will download
- 4) Press "Open"
- 5) Search for your school name

**Configure Push Alerts**

- 1) Press "Settings / Cog" icon
- 2) Turn off the lists you don't want

**Other Smartphones and Tablets**  
Visit <http://app.schoolenews.com> for more apps

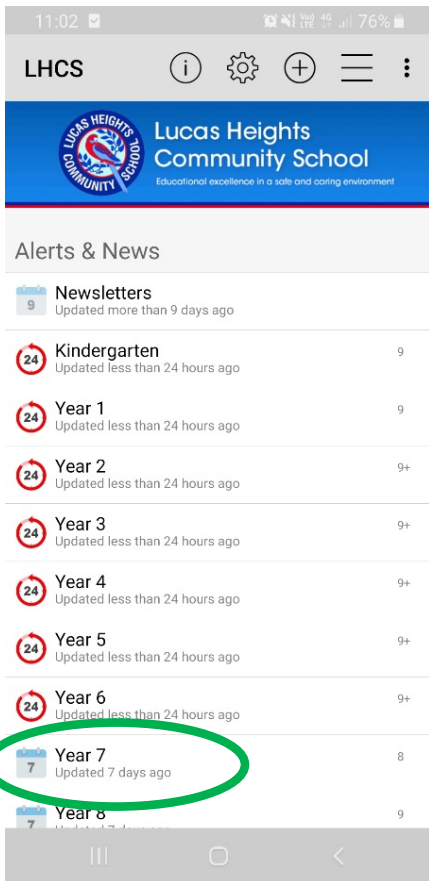
School Enews delivers news directly to parents and students!



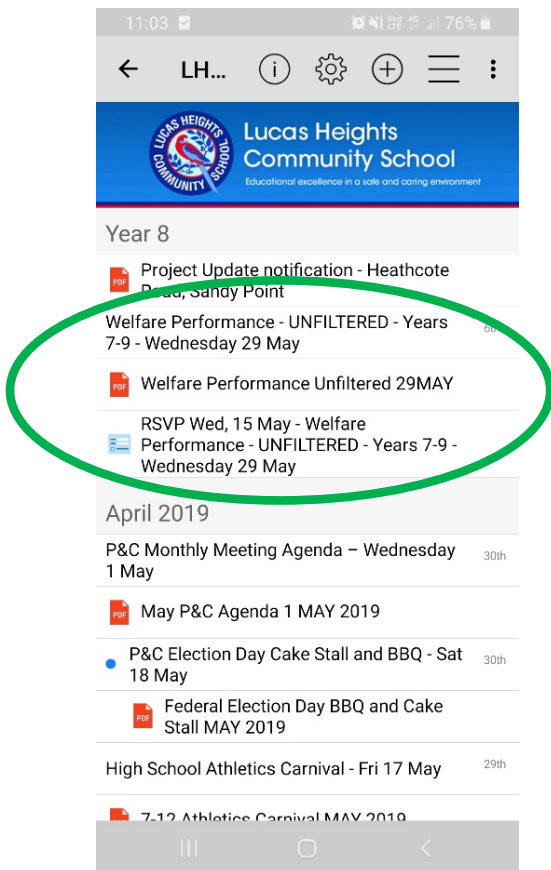
## Subscribe for Email Updates

- 1) Visit your school website
- 2) Click on "eNews, BYOD and parent portal" (located on banner under the school logo)
- 3) Click on the main heading "eNews, BYOD and parent portal"
- 4) Click on the "Subscribe" link
- 5) Select on the Year/s you wish to subscribe to
- 6) Enter your name and email address
- 7) Click subscribe (IMPORTANT: An email will be sent to your email address, you MUST click the "Activate Now" inside this email that is sent to you.)

Once the app is downloaded and open, you can click on your child's year to view relevant notifications and notes.



An example of the response is below:



To view an event or to digitally sign your permission, select the event name. From here, you can select the RSVP to digitally sign your permission. Alternatively, you can print out the pdf and return the permission note to the front office.



## Welfare Performance - UNFILTERED - Years 7-9 - Wednesday 29 May



Welfare Performance Unfiltered 29MAY



RSVP Wed, 15 May - Welfare Performance -  
UNFILTERED - Years 7-9 - Wednesday 29 May

Welfare Performance - UNFILTERED - Years 7-9 -  
Wednesday 29 May

Permission/Payment is due by **WEDNESDAY 15  
MAY**. No late payments will be accepted.



11:03 76%

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## Welfare Performance - UNFILTERED - Years 7-9 - Wednesday 29 May

**RSVP: 15 May 2019**

Make a payment online through the school website (or pay at the office), take note of your receipt number and then fill in the form below:

1 I give permission for my child to attend the Welfare Performance - Unfiltered on Wednesday 29 May 2019 at LHCS. \*

2 Payment Method \*

1) Online Payment  
 2) Cash / card at the office  
 3) Deduct from my fees in advance  
 4) Deduct from my scholarship funds

3 Online Payment Receipt Number

4 Student First Name \*

5 Student Last Name \*

6 Class or Roll Call Class \*

7 Student Medical Information (for this event)

8 Parent / Carer Full Name \*

9 Photos may be taken at this event & may be placed on the school website/Facebook page. Please tick the box if you DO NOT give permission for your child's photograph to be used in such promotion

10 Signature\* [Clear](#)

11 Note: After you submit, you cannot edit this form.

[Submit Form](#)

The event name will appear at the top of the screen, along with the RSVP date (the date the permission/payment is due).

Please note that you will not be able to submit a digital signature after the RSVP date.

To digitally sign your permission, click on the RSVP and complete the appropriate fields:

1. Select the check box to give your permission
2. Select payment method  
*(to make an online payment, go the school website and select the 'Make a Payment' tab on the top banner)*
3. Enter the online receipt number (if paid online through the school website payment tab)
4. Enter student's first name
5. Enter student's surname
6. Enter Year from drop down list
7. Enter any medical conditions (e.g. anaphylaxis, any injuries, medications, etc.)
8. Enter your parent/carer name
9. Select the photo permission if you **DO NOT** wish to have photos taken
10. Click in the "Signature" box to manually sign your permission
11. Once completed, select the "Submit Form" button

If a digital signature is completed, you **DO NOT** need to print the note and return to the office.