

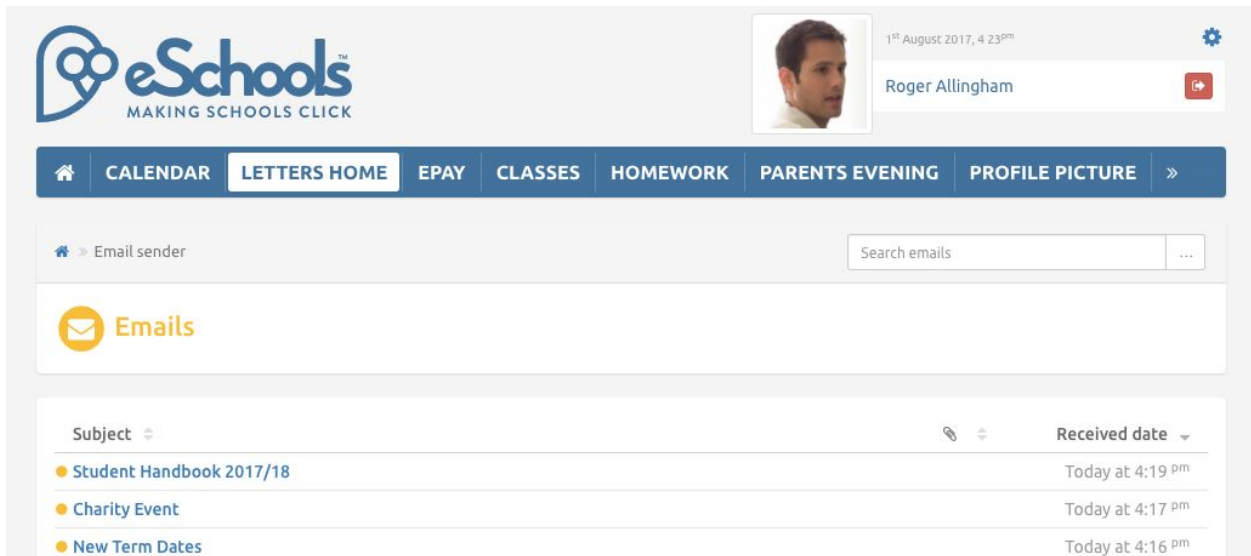


Contacts (Parents): Letters Home User Guide (2017)

Last modified: July 2017

Letters Home

Contacts are able to view all correspondence from the school in one place via the Letters Home tool.



The screenshot shows the eSchools interface. At the top left is the eSchools logo with the tagline "MAKING SCHOOLS CLICK". To the right is a user profile for Roger Allingham, dated 1st August 2017, 4 23^{PM}. Below this is a navigation menu with options: CALENDAR, LETTERS HOME (selected), EPAY, CLASSES, HOMEWORK, PARENTS EVENING, and PROFILE PICTURE. A search bar labeled "Search emails" is located below the navigation menu. The main content area is titled "Emails" and displays a list of email campaigns. The list has columns for "Subject" and "Received date".

Subject	Received date
Student Handbook 2017/18	Today at 4:19 PM
Charity Event	Today at 4:17 PM
New Term Dates	Today at 4:16 PM

Click on the title of each email campaign to read the information. There may be attachments to download from here. Check Letters Home regularly for new emails.