



Pittwater House

Skoolbag



achieve a balance

co-educational campus | single-sex education

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What is Skoolbag?

The Skoolbag app is the main point of communication between the School and parents. It is used for School communications, permission forms, absence notifications, HouseNews and HouseUpdate and bus bookings. You can also access major event dates and our detailed school Google calendars through the app.



Skoolbag is downloadable from your app store by searching for Skoolbag. Please note, iPhone users must be running iOS 8.0 or higher for the app to work correctly.

Download Instructions

For Apple Users

1. From your iPhone/iPad, open the Apple App Store and search for 'Skoolbag' or follow this link: <https://itunes.apple.com/au/app/skoolbag/id1045358017?mt=8>.
2. Search for Skoolbag and download.

For Google Android Users

1. From your Android device, open the Google Play Store and search for 'Skoolbag'.
2. Search for Skoolbag and download.

Please note, Skoolbag no longer supports Windows Phones. Microsoft are no longer developing the Windows Phone operating system so Skoolbag can no longer be supported on that platform.

For parents that do not have smart phone technology we have installed a desktop version of Skoolbag which is available from the Portal on the schools website:
<https://www.pittwaterhouse.com.au/portal/skoolbag>.

It is, however, important to note that some functionality of the app is lost, such as the ability to receive notifications and subscribe to groups.

HouseNews and HouseUpdate are still available on the website and are loaded on a Wednesday afternoon at around 4:30pm. As these publications are important for all parents to read, this may also be a good time for you to check the Skoolbag desktop version.

Setting Up Your App

If you don't already have an account complete the sign-up process.

If you have previously used Skoolbag, please delete your app and re-install searching for the new image (no longer the Pittwater House logo image).

New User

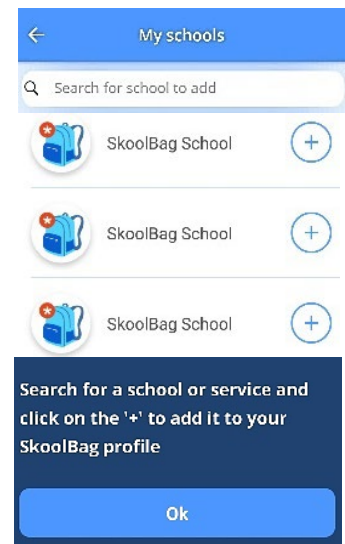
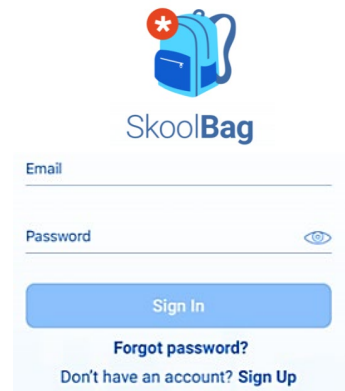
If you don't already have an account sign up here and create your own username and password. Follow the screen prompts to register. You should receive a user registration email to activate.

Current User

If you already have an account, please log in with the details you set your account up with. If you have forgotten your password, please press the forgot password button.

New User/Current User

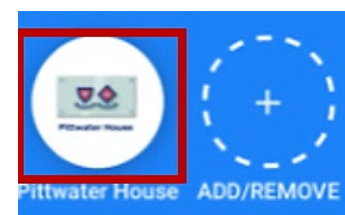
Once downloaded please search for your school and click on the '+' icon to add it to your Skoolbag profile.



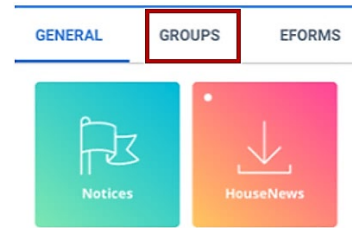
Multiple schools can be added if required by pressing the add/remove button.



To access Pittwater House, select the Pittwater House icon.



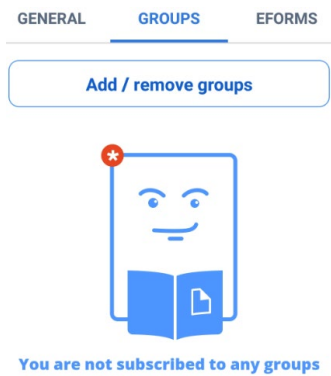
Once you have logged into the Skoolbag app select the ‘Groups’ tab. Here you can edit your subscriptions, so you only see information and receive notifications that are relevant to your child. We also recommend subscribing to HouseNews notifications.



Set up Push Notifications

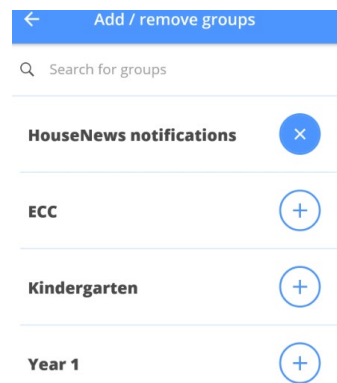
Follow the below instructions to set up push notifications within the app:

To add and edit groups please click on the ‘Add/remove groups’ button.

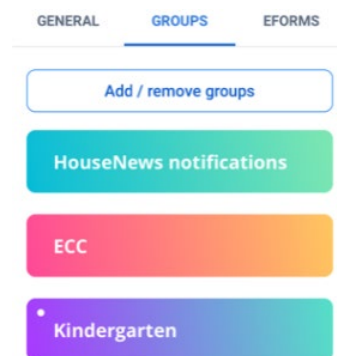


Toggle on and off the groups of notifications you wish to receive.

Parents will need to do this annually as students progress through the school.



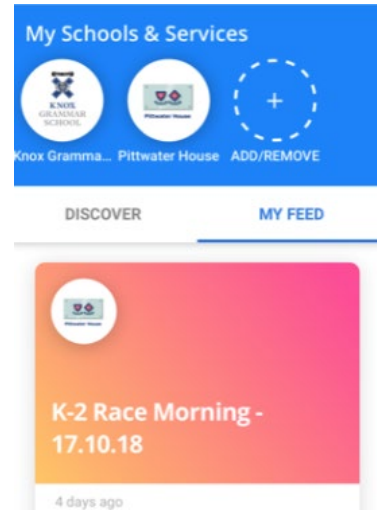
Your selected groups will now appear under the ‘Groups’ tab where you can read information and complete relevant forms relevant to that group.



Note: At the beginning of each year, you will need to re-set the notifications for your app to reflect your child/ren’s new year group.

My Feed Tab

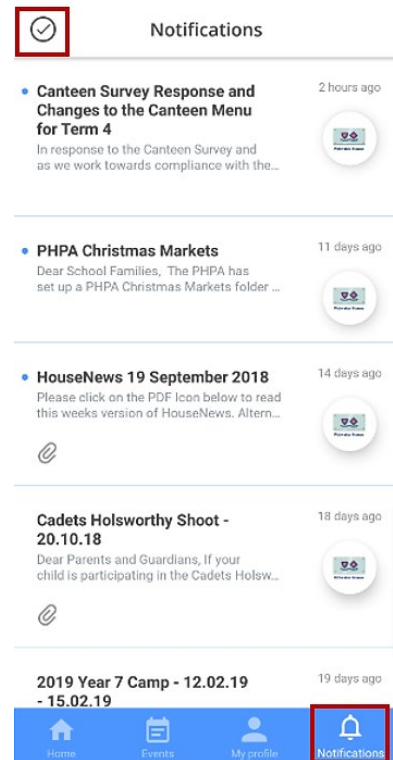
The 'My Feed' tab is a chronological feed of all the content to which you have subscribed. This includes all posts and events from your school(s), including any subscribed 'Groups'.



Notifications Bell Icon

The 'Notifications' tab displays all 'Push Notifications' from schools and Groups to which you have subscribed. The notifications bell will show how many 'unseen' notifications you have. As soon as you open the notifications screen, this will reset.

Blue dots indicate un-read notifications however, you can change the read status of notifications via the Tick-icon and 3 dot menu. *(the 3 dot menu is not available at this time).*



Events Icon

Days with events have a dot. Click on the event to see the details and add to your personal calendar. *(this feature is not available at this time so please do not add items to your calendar as they will be incorrect)*



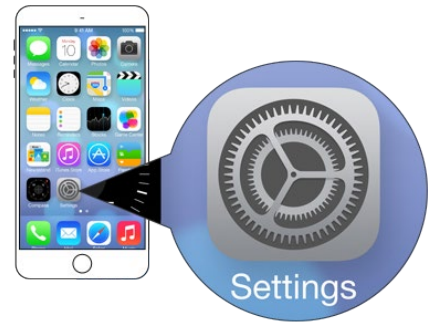
Receiving Push Notifications

You will also need to set up the manner in which you receive push notifications in your smart phone settings.

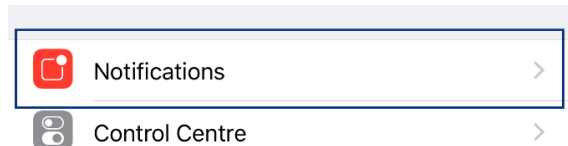
For iPhone Users

Go to:

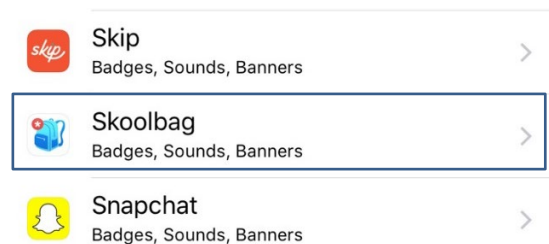
‘Settings’



‘Notifications’

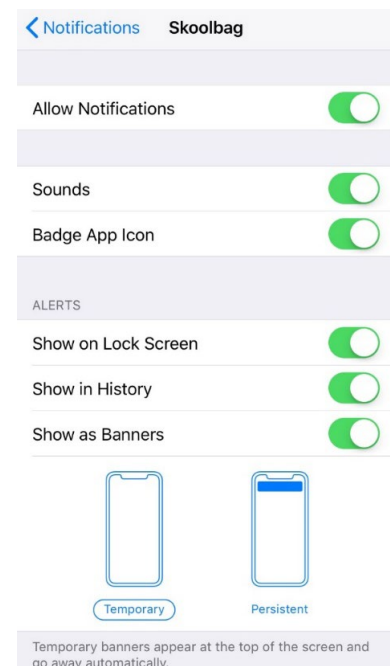


‘Skoolbag’



‘Allow Notifications’

Here is where you can edit your notification preferences.



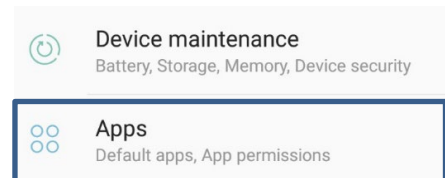
For Android Users

Go to:

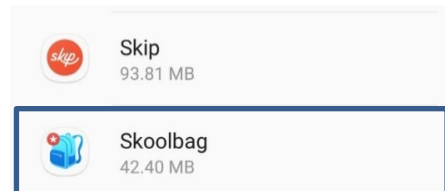
‘Settings’



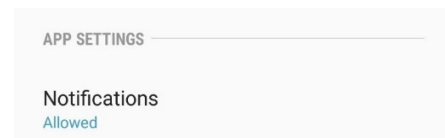
‘Apps’



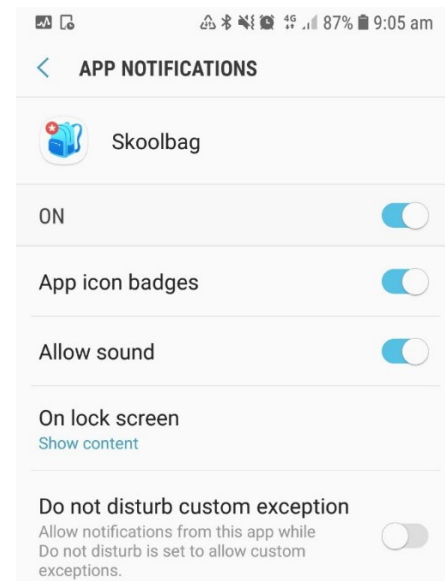
‘Skoolbag’



‘App Info – App Settings’



‘App Notifications’



Archiving Old Items in Skoolbag

Archiving is not available in the Skoolbag app at this time. We will advise when it becomes available.

Retrieving Archived Items

Retrieving 'Archived Items' is not available in the Skoolbag app at this time. We will advise when it becomes available.

If you have any questions on the app, or if you are experiencing difficulties, please contact School Admin – school.admin@tphs.nsw.edu.au.

