



**Grange  
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Donaghmede

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Dear Parent/Guardian

We are delighted that your child is back in school and has settled back into a routine. We are looking forward to a much more hopeful and normal school year this year.

As a school we are always evaluating how we operate and felt that our communication with parents was in need of some modification and modernisation.

We have therefore invested in a new package with our School Management System VSWare. Many of you will be familiar with this application given that your child will have selected their subject choices online and you would have accessed their Christmas and Summer Report on it also.

We are now asking parents to download the free VSWare App from your Google PlayStore or Apple AppStore. Please Login using the details we sent to you previously. If you have any issues logging in please contact the office at 018471422 or by emailing [grangeccadmin@ddletb.ie](mailto:grangeccadmin@ddletb.ie) and someone will help you.

The new package will set you up with an email account through the VSWare app. We as a school will be able to contact you directly by sending an email to your account. You as a parent will also be able to send emails to Teachers, Tutors and the Year Head.

We will also communicate with you through the app in relation to your child's absences from school. You will be asked to send a note to school through the absence request feature. We ask that this be sent in by 8am if you know that your child is not attending that day. The note can be sent in advance if you know your child will be absent for an appointment etc. Notes should also be sent through the app for partial day absences, where you have to remove your child from school for an afternoon for example. If a note is not received your child will be marked as an unexplained absence. After 10am a message will be sent to you to inform you that your child is absent from school. You will be prompted to respond to this message. As a school we have to follow up on all absences and submit a report to TUSLA if your child misses more than 20 days of school. The aim of this new app is to be entirely transparent with you so that you can see exactly how engaged and present your child is in school. We believe this will help to support you and your child in attending and accessing school and therefore we expect every parent to engage with us on this platform.

The following links are taken from the VSWare website and will give you an overview of the App and how to submit an absence report. We will send a separate text message today so you can click on the links from your phone and read through the tutorials.

<https://support.vsware.ie/parent-app-overview> Parent App Overview

<https://support.vsware.ie/en/submit-an-absence-request> Submitting an absence Request

We look forward to working with you all to ensure your child's continued success.

Yours sincerely

Seán Smyth

Principal