



# WATERSTONE COLLEGE

11 March 2010

Dear Parent/s

## The Waterstone School Communicator

We are pleased to include with this letter the School Communicator CD. I'd like to explain to you how this works, how to set it up on your computer, and how to gain maximum benefit from the programme.

Simply insert the disk into your CD-ROM drive on your computer and follow the instructions. This will install a small program onto your computer that will load and appear every time you boot-up your computer (we suggest you install the programme at home and at work).

Using a "push" technology, we will be able to send you up-to-date information about all aspects of school life. This will include reminders of parent meetings, fixtures for sports matches, results, photographs, news items and more. In addition, you will easily be able to find contact details and the diary of events for the term.

The grey bar enables us to send "alerts" out for more urgent information, for example, the cancellation of sports fixtures. A new alert will cause the application to pop up on your computer once it has been received.

The real advantage of this new tool is that you are able to select the categories (or channels) about which you wish to receive information. For example, if you do not wish to receive news about the High School, you simply "untick" those channels in the Personalise section of your desktop application. Similarly, if your child does swimming and hockey, and you have no interest in news about cricket or soccer, you simply select the swimming and hockey channels only. Once you have loaded the application onto your computer, please take a few minutes to select the channels to which you wish to subscribe.

Should you experience any technical problems with the installation, or have any concerns in this regard, please contact the helpdesk at [support@school-communicator.com](mailto:support@school-communicator.com) or on 0860 22 11 36.

Once you have loaded the application onto all the computers you use on a regular basis, please could we ask you to return the CD to the school office. This will enable us to be environmentally responsible by not producing more disks, but rather re-using the ones we have.

Some tips for getting the most out of the communicator:

- Keeping the Communicator open on the "At a Glance" page will keep the most recent news "headlines" and most current events visible. More detailed information is on the "News" page.
- You can open the Communicator at any time by clicking on the Waterstone icon on the bottom of your screen, in the status bar.
- The gallery can be scrolled through by clicking on one of the pictures and then using the arrows to move forward and backwards. We will put new pictures on regularly.
- The Calendar will give you all the events relevant to the channels you selected on a monthly view, you can click on the events to get more details, if there are any.
- By completing the details under the "Share" page, you can send the programme which you received on disk to any of your friends and family – ideal for grandparents!
- Every now and then we will ask all parents to update their details on the "My Details" page so that we can keep all our information current. An SMS function may also become available at a later stage.

We hope you find this system user helpful, and that by receiving only information pertinent to your children, we are able to avoid "information overload". We have a number of staff tasked with keeping the communicator updated and relevant, please send any recommendations to [sians@waterstonecollege.co.za](mailto:sians@waterstonecollege.co.za)

Yours sincerely

Michael Darby – College Director