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2015

TiqBiz- A Whole School Approach to Communicating with Parents

Dear Parents and Guardians,

We're pleased to inform you that we have just launched a school app titled "TiqBiz" which we will use to communicate with you electronically. The benefits of TiqBiz for our school community are:

- ***Instant messages can be pushed out to your smartphone or tablet as a "push notification"***
- ***Push Notifications will contain reminders and timely information about events happening around our school***
- ***You will be able to add these school based events to your personal calendar***
- ***You can access school newsletters, canteen price lists and more via your smartphone***
- ***You can notify the school if your child is absent by sending a message from your smartphone***
- ***You will be kept-up-to-date with information regardless of where you are.***

The TiqBiz app is available on iPhone, iPad, iPod, Android Phone, Android Tablet and Windows phone devices. If you don't have a mobile device, there is also an app available for the computer, both on Mac and PC.

We kindly ask that you download Tiqbiz to one of your devices, register for a free account and follow the steps on the next page to link to our school.

You can now receive information with a push notification – much like a text message directly to your device. The app has some great features that will allow us to get information through to you easily and quickly. We will endeavor to remind you about important calendar dates 24 hours before, and *everything we post can be translated into one of 81 languages!*

As a celebration for joining TiqBiz, we will be randomly drawing the names of three families who register before Friday 15th May 2015. The winners of these prizes will be announced at assembly on the morning of Monday 18th May 2015.

Should you have any questions please feel free to speak with your child's classroom teacher.

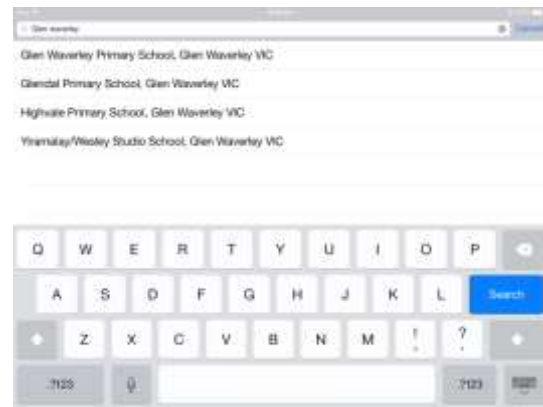
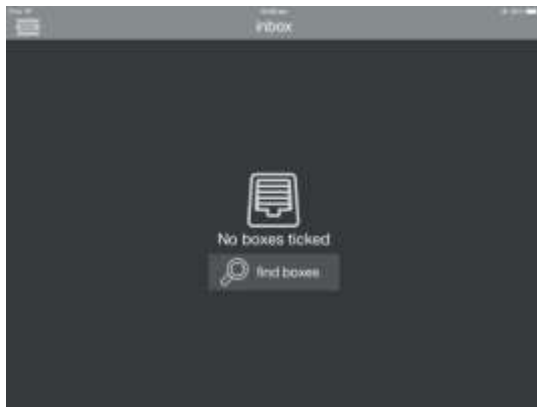
Yours sincerely,

Frank Catalano
Principal

Step 1: If you are using an Apple device, go to the App Store and search for “TiqBiz”. If you are on a PC or Mac type in the address: <http://tiqbiz.com/au/> and select “TiqBiz App”



Step 2: Once the app has installed select “Find Boxes” and type in “Glen Waverley Primary School”.

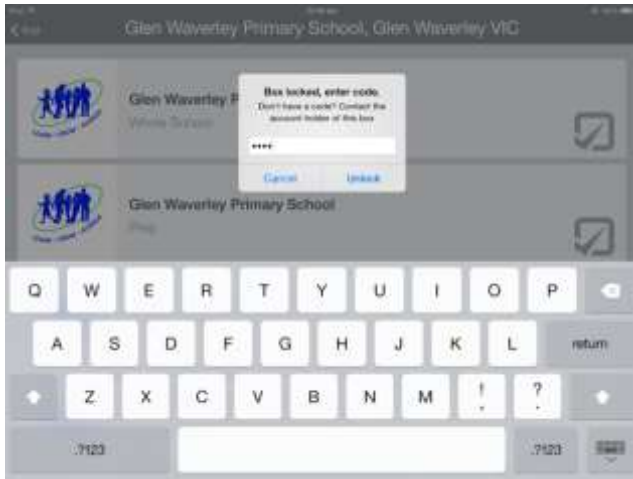


Step 3: Select the box titled “*Glen Waverley Primary School- Whole School*”.

Then select the boxes that are relevant to your children (eg: If your child is in Prep select the “*Prep*” box).

You can select as many boxes as you would like to be a part of.

Step 4: Enter the passcode to unlock and join the boxes you have selected.



Each box has been locked to promote the safety and security of content which is posted to the boxes.

The passcodes are:

BOX NAME	BOX PASSWORD
Glen Waverley Primary School - Whole School	gwps
Glen Waverley Primary School - Prep	GWprepPS
Glen Waverley Primary School - Year 1	GWyear1PS
Glen Waverley Primary School - Year 2	GWyear2PS
Glen Waverley Primary School - Year 3	GWyear3PS
Glen Waverley Primary School - Year 4	GWyear4PS
Glen Waverley Primary School - Year 5	GWyear5PS
Glen Waverley Primary School - Year 6	GWyear6PS



Step 5: When you have successfully entered the passcode each box you have joined will appear with a green tick.

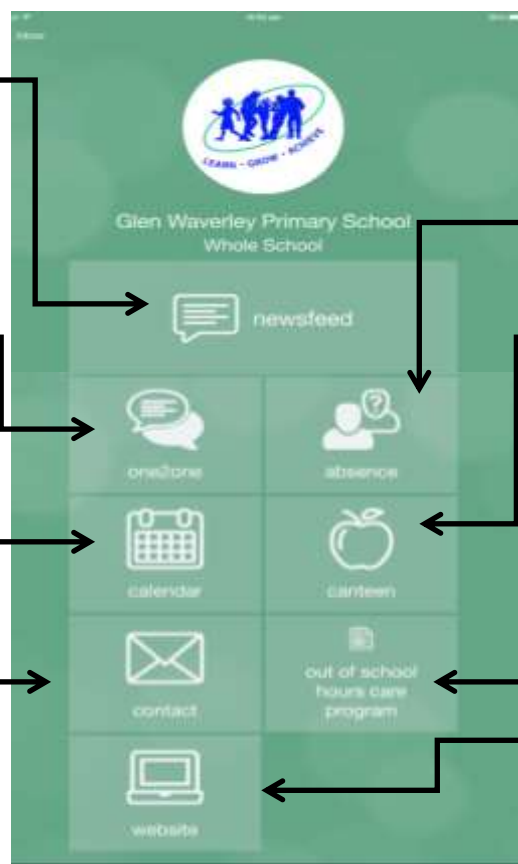
Congratulations! You are now able to receive up-to-date information via the TiqBiz app. Below is a screenshot of the details of the functions and features of the app.

Newsfeed: this is where new notifications will appear. You can also visit previously read notifications at any time.

One2one: this is where "personalised" messages can be sent from the school directly to you as an individual.

Calendar: this link provides you with important dates for your diary.

Contact: this link provides you with an easy to complete template which will be emailed to the school office.



Absences: use this to notify the school if your child is absent and sign electronically with your finger! Notifications will be sent directly to the school office.

Canteen: this is a quick link to the school's lunch order service for those last minute lunches!

Out of School Hours: this is a quick link to the school's Out of School Hours Program, through which you can enrol your child.

Website: this is a quick link to our school website where you can find further information.