

INSERT TODAY'S DATE

Student Name: ***INSERT MERGE FIELD***

Registration Group: ***INSERT MERGE FIELD***

Dear Parent/Guardian,

INSERT SCHOOL NAME uses the online tool Satchel One to help you stay up to date with your child's school life.

We've noticed that you haven't created your parent account yet, or if you have, it isn't yet linked to the student named above (it may be linked to their sibling). We wanted to share a reminder and encourage you to join Satchel One today!

What does Satchel One offer parents and guardians?

You can login via a web browser or the mobile app for iOS or Android. Once logged into the app, you'll receive automatic notifications and see information about your child's school life, including:

- **Homework:** See your child's to-do list, get notifications about tasks, view your child's online submissions and observe the grades and feedback they receive!
- **Timetable:** See past and upcoming lessons - help your child prepare for the days ahead.
- **Behaviour:** Receive updates about behavioural incidents, points and badges!
- **Detentions:** Instant notifications about detentions so that you have all the details you need
- **Attendance:** View attendance and punctuality data for your child.
- **Documents:** View relevant files which have been shared with you e.g. progress reports

Ready to create your parent account?

1. Go to satchelone.com/login or open our Satchel One mobile app
2. Click on the *Parent* tab and select *I don't have an account yet*
3. Search for ***SCHOOL NAME***
4. Enter your email address and this Parent Code: ***INSERT MERGE FIELD***

Download the app



If you already have an account, please log in and go to your *Account Settings* area; enter this Parent Code into the box to link your existing account to this student!



This Parent Code can be used to create up to 5 guardian accounts linked to the student above!

How can you access resources and support?

Satchel have created a welcome pack where you can download the app as well as accessing support and a range of helpful resources. Please visit <https://tinyurl.com/satchelonewp>.

Yours sincerely,

INSERT CONTACT NAME