

14th June 2018



Dear Parents and Caregivers,

We are seeking to improve our systems and structures to help families keep on top of communications with school.

We will be using SignMee which is an online communication and permission signing/notification service.

This will allow our school to create and send online forms that can be filled in and signed by parents without the need for printing and returning.

Here are a few things we plan to use Signmee for:

- Trip forms
- School Events
- Ordering forms
- Camp forms
- Medical forms
- Booking forms
- Notifications and updates

Our weekly newsletters will still come to you by email via our Student Management System.

In the near future we will be sending you more information and Signmee forms online which need to be filled and signed (using a password).

When you fill in your first online form, you will be directed to a page to create a new Signmee password.

You will also need to provide a few extra pieces of information for verification i.e. a phone number.

Once you have created your password, you will have a personal Signmee dashboard. This is where all your forms will be stored.

When you have signed in you will have access to your Signmee dashboard. If you have more than 1 child at Hutt Central School, you will be able to see all information in one place. You can access your forms in Signmee at any time.

It would be preferable for there to be one email address per family/household that receives the new information. If required two email addresses can be entered. Please fill in the form below and return to the school office by Monday 18th June either by hand or to admin@huttcentral.school.nz

Thank you,

Jo Nash and Penny Holotau

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Hutt Central School - SignMee

Child/ childrens name/s:

Please use the following email address as the nominated contact *(Please print clearly)*

1.

If necessary please also send to the following address *(Please print clearly)*

2.

Thank you for filling in this form and returning it to the school office by Monday 18th June either by hand or to admin@huttcentral.school.nz

