



**LEURA PUBLIC SCHOOL**  
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*respect*

*responsibility*

*resilience*

Tuesday 15<sup>th</sup> March 2022

## **Skoolbag notifications**

Dear Parents/Caregivers,

It has come to our attention that there are some functions of the Skoolbag application families may not be aware of. As Skoolbag is our primary form of communication to our school community it is important to update the settings in your app each year. Skoolbag has a GROUPS function where choosing the correct Groups will ensure that you receive the relevant notifications and have access to your child/ren's permission notes.

To update Groups:

- Open Skoolbag
- Click the Leura Public School logo at the top
- Click on Groups tab
- Click Add/Remove Groups
- You will then be able to select/deselect Year Groups that are applicable for you and your child/ren

Please contact the school office [leura-p.school@det.nsw.edu.au](mailto:leura-p.school@det.nsw.edu.au) should you require assistance.

Kind regards,

May Ptolemy  
Principal