

How to create a simple notice

- 1) Click 'New Notice'.
- 2) Click 'Title' to add a title.
- 3) Choose your 'Recipients' from the drop-down menu.
- 4) Type the notice information in the 'message' box.
- 5) Choose a 'Start date' and 'End date' and select times for the notice to be published between.
- 6) Choose an option from the 'Set a type' drop-down menu.
- 7) Click 'Publish.'



Q Filter Notices	\sim	Current 🖪			₿ Ⅲ ≔ ∽
Title Tag			Parents Evening	INSET Day	Parking 🏓
Children and My Groups(s) Notices Choose the Groups Type	•	•	Please let us know if you are planning to attend parents evening on 09/12/22. You must confirm your attendance by 02/12/22.	Please be aware of the INSET Day occurring on 02/12/22. Students should not attend school on this day.	Please be aware that you cannot park in the car park for longer than 10 mins when dropping off your child.
Nothing Selected Resource	•		Dominic Byrne 16-11-22/09-12-22	Dominic Byrne 15-11-22/02-12-22	Dominic Byrne 02-11-22/21-07-23
Nothing Selected	•	Lost Property 🔎			
CLEAR SEARCH		Our Lost Property is getting quite full. Please stop by and see if any of it belongs to you! If you don't collect before end of term, it will be thrown			
		100,000			

New Notice

GENERAL	NOTIFICATION CHAIN	ATTACHMENT
Title * Title 2 Recipients * Choose the Recipients 3 Message * File Edit View Insert Format Tools Table	Tags	
4	5	0 words 🕑 tiny 🕢
Start Date *	End Date *	
23/11/2022 09:11	07/12/2022 09:11	
Allocate resources	Set a type	
Nothing Selected	 After school club 	6 -
		SAV7 PUBLISH