

SCHOOLPOST PARENTAL COMMUNICATION SYSTEM

SchoolPost is an electronic system used by the School to communicate with parents via email. It also contains a complete history of past messages sent to you from the School and in some cases simple reply forms for you to complete online (for example for trips and events).

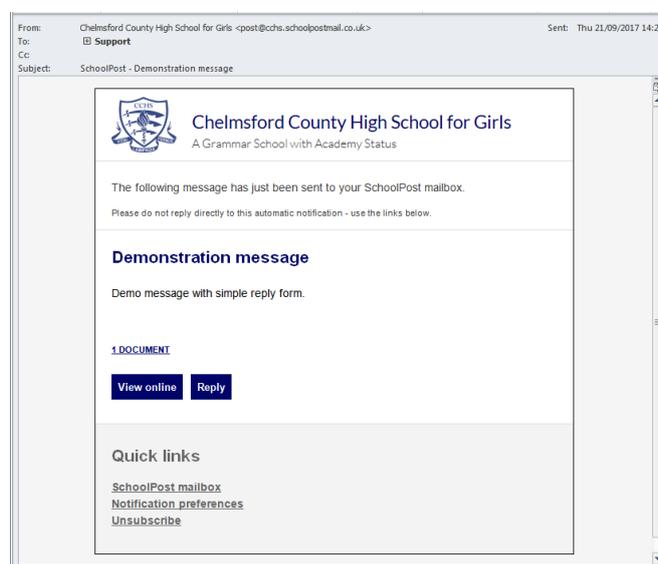
You may access the system by clicking any of the links within the emails (in which case you will **not** normally need your password), or by logging on directly to the website (where you **will** need your password).

The emails:

The emails you receive are clearly identified with the School name and colours, and will contain one or more messages depending on the urgency and subject matter. If an email contains more than one message it will make it clear at the top how many are included. Sub-text under the title of each message will indicate to which of your children it relates.

Clicking the title of any message or the 'View/Reply' buttons at the end will take you to the full publication within the SchoolPost website, including any attachments and reply forms if appropriate.

Clicking the 'SchoolPost Mailbox' link in the email footer will take you to a list of all your current and past messages within the SchoolPost website.



The website:

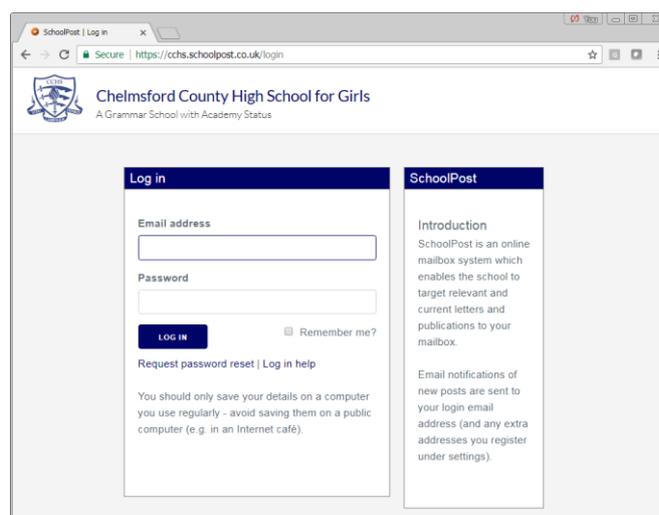
<https://cchs.schoolpost.co.uk/>

Your logon details:

The email address you have registered with the School.

Your password:

Use the 'Request password reset' link and enter your email address, then click 'Send'. The system will send you an email with instructions and a link to set your password.



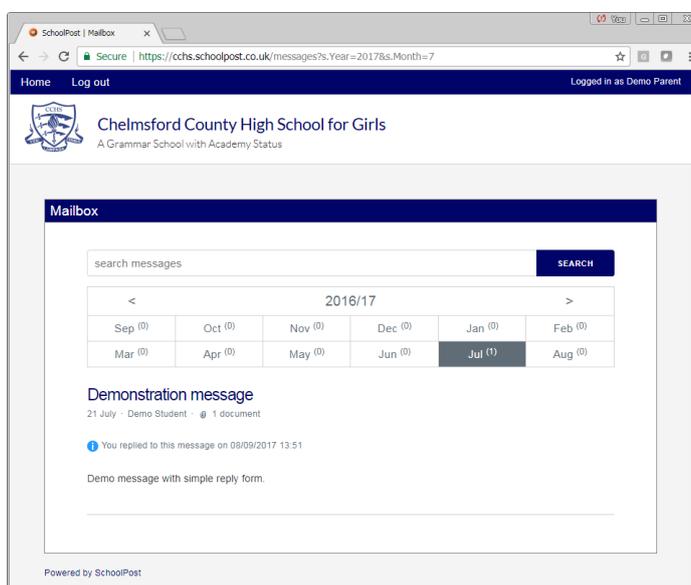
Once you are logged in, you will see a 'Main Menu' with a few simple choices such as 'My Mailbox' and 'My Settings'. You should also see your own name to the top right of the screen with your child's name underneath as confirmation that you are logged into the correct account.

My mailbox:

This is where you will be able to see a complete history of all messages you have received from the School, with icons to indicate which you have viewed and which you have answered.

By default the mailbox will start at the current month showing your latest messages.

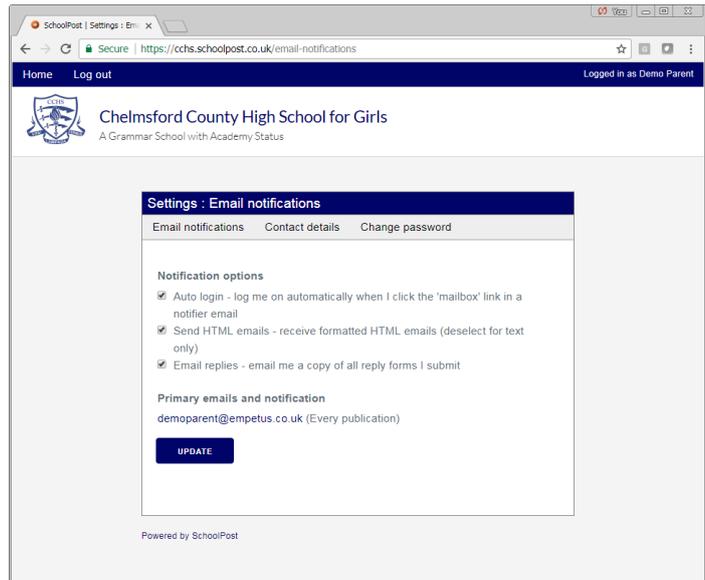
Use the calendar bar at the top to scroll backwards and forwards by month and academic year to see older messages, or use the search box to look for messages containing specific words.



My settings:

This area allows you to check your contact details.

You may also make some changes to the way the system emails you if you prefer under the 'email notifications' tab – for example whether you wish to receive email confirmation of any replies or forms you submit through the system.



Please contact the IT Help Desk (email:- icthelpdesk@cchs.essex.sch.uk) if you have any questions or problems using SchoolPost.