



**The Manor**  
Preparatory School

## **To All Parents**

Friday 8 November 2019

Dear Parents

### **Classlist and how to make the most of it**

With the updated GDPR laws, which came into place earlier this year, The Manor, along with many other schools, introduced the app, Classlist, to help parents communicate with each other. It is a safe system that nurtures a stronger school community. We are delighted that 99% of parents have signed up and are regularly using it.

We wanted to take this opportunity to remind parents how to get the best out of the app. Think of Classlist as the Manor's version of Facebook, solely used by Manor Parents, where you can input as much or as little as you would like. Parents can post messages to whichever groups they are a member of, year group, class, whole school etc. This is a great tool if you just want to check if swimming is on, or to see if anyone else fancies a dog walk at the weekend!

In the Marketplace you can list items as lost, found, wanted or offered. This tool is proving particularly useful in helping reunite owners with lost items, be it uniform or a special cuddly toy lost in the car park. Please can we ask when posting about lost items, you only post it to your year group, rather than the whole school, thank you.

Events can be set up to help you organise birthday parties and get togethers. MAP is already regularly posting its meetings and parents' coffee events to ensure that all parents are invited.

Parents can manage their own profiles and more importantly, which notifications they wish to receive. You have full control over your privacy settings and can also join without sharing your contact details. If Classlist is used at a school your other children attend, you can easily switch between the schools' two profiles.

Parents can use the map to view where other parents are located. This is particularly helpful if you are new to the area and are looking to make friends or organise a lift share to school.

If you haven't done so already, please download the Classlist app or visit <http://www.classlist.com> and search for The Manor Preparatory School.

Best wishes

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