

App Setup Checklist

[Type text]

School Name:	
Address (including postcode):	
Contact person name and email:	
School website:	
Telephone (office):	
Email (office):	

Buttons (tabs/pages) offered by Alphabet Apps:

- Any RSS Feed (such as Twitter)
- Any website link
- Any PDF document
- Any page dedicated to text (of your choice)

Buttons Required	Yes or No	Buttons Required	Yes or No	Buttons Required	Yes or No
Twitter		Parent Mail		Local Weather	
Dinner Menu		Uniform Shop		Find Us	
Term Dates		School Clubs		Other – Your Choice of Buttons	
Contact Us		Handwriting Policy			
School Blog		Children’s News			
Mission and Aims		Education City			
Ofsted Report		My Maths			
Prospectus		Bug Club			

What Alphabet Apps needs from you

Buttons	What your school needs to provide Alphabet Apps
Twitter	Your Twitter login name (not password) – it starts with @
Dinner Menu	Send us a PDF copy of your menu
Term Dates	Send us a PDF copy of your “counties” term dates – if you are an Essex school, there’s no need
Contact Number	Your phone number and email address :
School Blog	Send us the website link of your blog
Missions and Aims	Send us your Mission Statement (or similar)
Ofsted Report	Send us your latest Ofsted report
Prospectus	Send us a PDF copy of prospectus
Parent Mail	No need to do anything, we do this automatically
Uniform Shop	Send us the website link to your uniform provider
School Clubs	Send us a PDF copy of your timetable of clubs
Handwriting Policy	Send us a PDF copy of your handwriting policy
Children’s News	No need to do anything, we automatically add the news feed from Newsround (CBBC)
Local Weather	No need to do anything, from your postcode we will be able to set this up on your behalf
Find Us	No need to do anything, from your postcode we will be able to set this up on your behalf
Educational Websites	If your school subscribes to educational websites, send us the website link. If you subscribe to Education City, My Maths or Bug Club, leave this to us, we have all the information needed.

Other items required:

School Logo – jpg format (the bigger the better)	
Main colour of your uniform (this defines the theme colour of your app, or specify your preferred colour)	

Please return this form and the required information to info@alphabetapps.co.uk - Thank you **Alphabet Apps** 😊