



Castle Park Primary School
Church Road, Caldicot, NP26 4HN - 01291 420465
castleparkprimary@monmouthshire.gov.uk - www.castleparkprimary.co.uk
Headteacher - Mrs C Orford

SCHOOP GUIDELINES

Please share this letter with everyone who needs to be informed. Parents, carers, grandparents, childminders etc.

At Castle Park Primary School, we use a communication app called Schoop. Schoop has improved the way we communicate with you and our school community. If you have not yet signed up to Schoop please follow the steps below to sign up for FREE.

If you have an iPhone, iPad, Android phone or tablet:

1. Open the web browser (e.g. Safari or Google Chrome) and go to <https://schoop.co.uk>
2. Click the button to download the FREE app, then install and open it
3. Enter our Schoop ID 10495
4. Add the years and groups relevant to you
5. That's it – you're in the loop!

If you have a Windows Mobile, Blackberry, PC or Mac

1. Go to www.schoop.co.uk
2. Enter our Schoop ID: 10495
3. Add your email address and choose relevant years and groups
4. Select your preferred language, if applicable.
5. Click CONFIRM, and you're in the loop!

Need help?

Please ask Mrs Vincent or a class teacher if you would like support in downloading and setting up the app. Also, it is important that you have changed over your alert groups on Schoop to ensure you are receiving the correct information for your child's current class.

Yours sincerely,

Mrs C Orford
Headteacher



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