



# Dominican College Wicklow

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Dear Parents/Guardian,

We hope that you and your loved ones are keeping safe and well. As part of our efforts to improve and streamline communication between the school and parents we have upgraded our VSware package.

The school will now be using the new 'Mail' feature. This will allow parents and teachers to communicate directly through VSware. This can be done through the current online system, or through the VSware app. This app is available for free in all app stores. We are asking all parents to download the app. To start we are going to focus on the attendance and mail features.

Parents will now be requested to process all your daughter's absences through VSware. This will eliminate the need for notes. You will have the ability to notify your daughter's year head of any absence. There is an extensive guide for parents on how to monitor attendance at the following link:

<https://support.vsware.ie/parent-app-attendance>

There is an extensive guide for parents on how to submit a past or future absence attendance at the following link: <https://support.vsware.ie/en/submit-an-absence-request>

The second feature we will be starting with is the VSmile feature. This will allow year heads and parents to send emails to each other directly through VSware. This will eliminate the need to send letters and notes home with students; these are communications that invariably often get 'lost' in the schoolbag. There is an extensive guide for parents on how to use this feature at this link:

<https://support.vsware.ie/parent-guide-to-vs-mail>

At present, parents will only be able to communicate with their daughter's year head, the administration office, Mr Martin and Ms Mynes. Once we embed the system, we will look at expanding this to include all members of staff.

The school will now be using the VSware mail system as its primary source of communication with parents. We believe that this will be a much more efficient system of communication for the school, and an easier and more consistent way of accessing and communicating information for parents. It is vital that all parents have access to VSware through an online browser or through the app. All parents were issued with a username that allowed them to create their own password. The login details are the same whether accessing VSware through the app or online browser.

This letter will also be sent to all parents in VSware so you can see first-hand how the system works. We would also ask all parents to access and check their daughter's attendance record, which may need some attention.

If you are having any problems logging in to the system, or have any questions about the new features please contact Mr Martin at [dp@dcw.ie](mailto:dp@dcw.ie).

Yours sincerely

L Mynes, Principal

N Martin, Deputy Principal