

### **Instructions for using Sway (our newsletter app)**

Sways are live documents and the link will work repeatedly. They can be accessed via our website under Key Information - Letters Sent Home and are sent by email link to all parents, staff and governors.

Sways can be viewed on a mobile phone or on a computer. They are very mobile friendly!

You can move to different sections by using the button at the bottom right of your screen once you've clicked the link to access the newsletter.

If you wish to print a word or PDF version of this newsletter to keep at home, you can do so by clicking on the top right of the document (the three dots) and selecting "Export as Word or PDF"