



08 September 2022

Dear Parents /Carers

Satchel One

At Rooks Heath School we are using the “Satchel One” platform. The goal is to improve our communication between school and home and to give you greater visibility into the homework we set. We also hope it will support your child’s organisation, time-management and ability to keep on top of their workload. In addition to homework, eventually, we will be using this system to communicate timetable information, on track points, behaviour points, detention details, school announcements and important documents such as your child’s report, allowing you to provide the necessary support for your child. We are still in a transition phase moving from “SIMS Parent App” to Satchel One and for a period of time we will be using both systems. Log in details for the SIMS Parent App have been sent to you in a separate communication.

Your child will be receiving instructions in school on how to log in to their student account and use the Satchel One platform which can be accessed via a website browser or through an app (found on Apple’s App Store or Google Play).

Please could you now create your parent account; your child has been given a printout with a code that you should use to sign into either the website or the app.

This code will expire after the date specified on your print-out and can be used to create up to 5 parent/guardian accounts. After logging in for the first time, you will be asked to provide an email address and password that can be used as your login for Satchel One from then on. These details will also work on the Satchel One mobile App.

Getting started is simple:

1. Go to <https://rooksheath.satchelone.com/school/home> or open the Satchel One mobile app
2. Click on the *Parent* tab and select *I don’t have an account yet*
3. If prompted, search for **Rooks Heath School**
4. Enter your email address and the code provided on the printout
5. Follow the on-screen instructions
6. If you already have an account, go to the *Edit Profile* section of your account and enter this code into the box to link your existing account to this student.

Cont.



ROOKS HEATH SCHOOL

Strive to be your best

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www.rooksheath.harrow.sch.uk

For any further queries about how Rooks Heath School will be using Satchel One, please contact myself, Mrs Hyde. For any technical support please visit the help centre help.satchelone.com. If you wish to know more about the system and how it works, please visit <https://www.teamsatchel.com/welcome-pack/welcome.html>

Yours faithfully,

Mrs L Hyde
Assistant Headteacher
Digital Technology & Innovation