



## A Leading Edge Technology & Applied Learning College

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Acting Headteacher: Mr P Mitchell  
Chair of Governors: Mrs G Kilgour

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Dear Parent / Carer

I am contacting you to ensure we hold accurate contact details for your child/children in school. Please take the time to update us with any new address, phone number, email address etc.

There is a form here to complete - only complete parts which need updating [Update any student or contact details](#)

To allow St. Joseph's to communicate with you more effectively please also download the 'Groupcall Xpressions' app. Alongside sending you quick messages, we can use this to deliver letters and other useful links. This also saves our school and you money when communicating.

### **How To Download and Log into Groupcall Xpressions**

**1. If you have not already done so, install The Xpressions App using your app store on your phone.**



**2. When you have installed the app, open it and enter your email address then click 'Next'.**

All personal details will be taken from the school records, so **the information you provide** needs to **match what they have on file**.

*If you are unable to enter details successfully it means the email address we have needs updating. Please update this using **only section 7** on this form and allow 48 hours [Form to update Email](#)*

**3. Enter your mobile number and click 'Next'.**

When you have entered details correctly you will receive a text message to your mobile phone containing a 6 digit code.

**4. Enter this code on screen and press 'Login'.**

If you do not receive a code, use the 'Resend Code' function. However there can be delays due to mobile phone providers and other factors outside of the control of Xpressions and the school so please wait for at least 5 minutes and ensure you are in an area with mobile phone coverage.

**5. Create a Password (Recommended).**

It is recommended that you create a password for your account at this stage. If you need to login again, or on another device, having a password will make the process easier.

Please be aware, only the primary contact for a child can access the Xpressions app.

Yours sincerely,

D McGuinness  
Assistant Head Teacher

