

A pocket guide for staff to install, use, and safely file records with SchoolNotes.

Online Tools: <https://app.schoolnotes.org.uk/>

1) Quick start

- 1 - Open: <https://app.schoolnotes.org.uk/>
- 2 - Choose a form (Incident, Pupil Note — Worry/Kindness, Parent/Carer Message, Pupil Self-Reflection, Trip H&S).
- 3 - Fill the fields (date/time pickers are built in).
- 4 - Click Print / Save PDF ® choose Save as PDF and file per policy.

Tip: Drafts are stored only on your device until you save or delete them.

2) Install the app (optional, recommended)

SchoolNotes is a Progressive Web App (PWA). Installing adds an icon and enables offline use.

iPhone / iPad (Safari)

- Open the site.
- Tap Share ® Add to Home Screen ® Add.
- Launch from the Home Screen icon. Android (Chrome)
- Open the site.
- Tap n ® Install app or Add to Home screen ® Install. - Windows / Mac (Chrome/Edge)
- Open the site.
- Click the Install icon in the address bar (Chrome) or ... ® Apps ® Install (Edge).

3) Offline & privacy

- Runs entirely in your browser.
- No pupil data is uploaded; drafts live in local storage on the device.
- Works offline once installed or opened at least once online.

4) Drafts (local only)

- Save draft (local) keeps your current form on this device.
- Open drafts shows local drafts; you can Open or Delete.
- Draft titles are taken from key fields (e.g., pupil names/trip title). If it shows “No name”, fill those fields and save again.
- Drafts do not sync between devices.

5) Print / Save PDF (official record)

- Use the form's Print / Save PDF button.
- Choose Save as PDF in the dialog and name/file as per policy.
- Filenames use the correct form title (e.g., Incident, Pupil Note — Worry / Kindness, Parent / Carer Message, Pupil Self-Reflection (with Staff), Trip Health & Safety Assessment).
- PDF tips: On Mac use the PDF dropdown ® Save as PDF. On Windows choose Microsoft Print to PDF.

6) Form-specific notes

- Incident — ABC snapshot (Antecedent/Behaviour/Consequence); tick actions (De-escalation, First aid, Parents informed, DSL, Police/Head/Ambulance). Multiple locations supported.
- Pupil Note — Worry / Kindness — Includes date/time, mood, and whether they'd like to talk to an adult. Use the free-text box for pupil voice.
- Parent / Carer Message — Includes date/time, reason, what was reported, and agreed next steps.
- Pupil Self-Reflection (with Staff) — Zones of Regulation, feelings, triggers, strategies, adult support; targets with review date and improvement percentages.
- Trip Health & Safety Assessment — Trip title, venue, dates/times, meeting point, staffing and roles, hazards/controls, pupil risk roster.

7) Updating the app

- Refresh the page for updates.
- To force update, open <https://schoolnotes.pages.dev/?v=1> (any number works) or hard refresh (Ctrl/Cmd+Shift+R).

8) Good practice & data protection

- Store PDFs in your approved secure location or MIS; use encrypted email to DSL if emailing.
- Delete local drafts on shared devices.

9) Troubleshooting

- Buttons don't respond — Refresh; hard refresh; if installed as an app, close and reopen.
- Draft shows 'No name' — Fill key fields (e.g., pupil names/trip title) and save draft again.
- PDF name looks wrong — Always use the form's own Print button so the title sets correctly.
- Can't find saved PDF — Check Downloads folder, or enable “Ask where to save each file” in browser settings.