Calendar Syncing for Parents

Parents are now able to download the school calendars events into their personal calendar on their computer, tablet or phone.

All they need to do is visit the calendar on the school website and click the Link in the top left corner which says: 📋 Link the school events to your personal calendar

They will then be presented with a list of options to subscribe to the calendar like this:

Link the school events to your personal calendar

Home » Parents » Calendar » Link the school events to your personal calendar

You can link the school events to your personal calendar by subscribing to the school calendar. This means that all the events from the calendar will automatically pull through to your personal calendar, alongside any other existing calendars you may already have. You only have to subscribe once; any changes made by the school will be reflected in your personal calendar. Please note, events on subscribed calendars are not editable.

Please note: although the school calendar updates instantly, it may take up to 24 hours for new events to show in your personal calendar depending on which type of calendar you are using.

Subscribe to the School Calendar

[Subscribe to calendar]
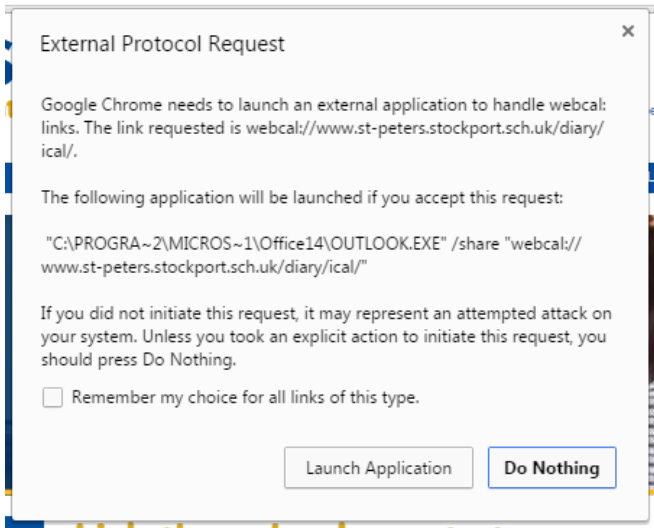
Or, Subscribe Using Google Calendar

[Subscribe using Google calendar]

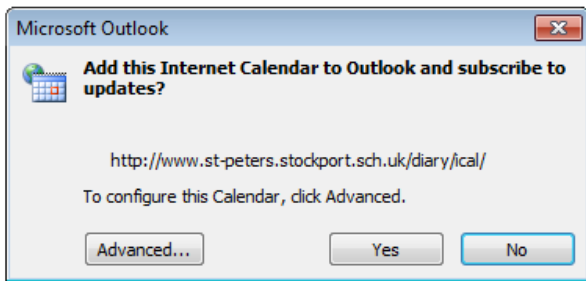## Or, Subscribe Using Another Calendar

Copy the following URL to import the calendar into another calendar:

http://www.st-peters.stockport.sch.uk/diary/ical/

They will then need to click on the option suitable to them and allow the application to launch and give permission for the information to download into their calendar. Depending on their default calendar the messages that pop up may differ from these:
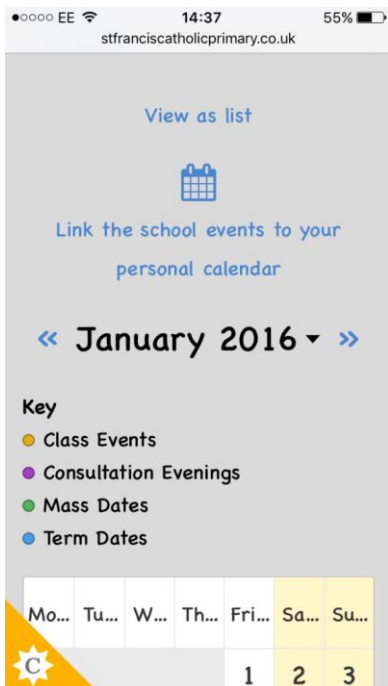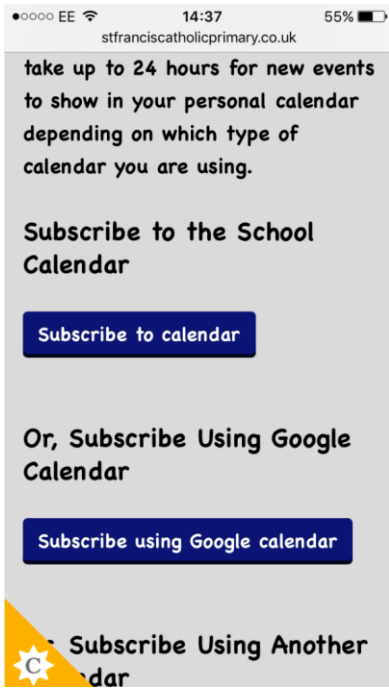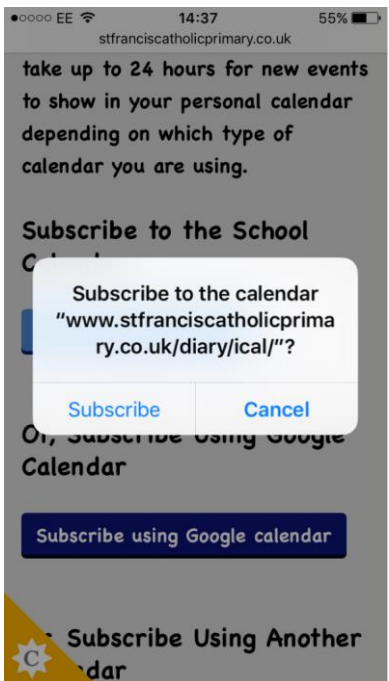
Click Launch Application

Click Yes

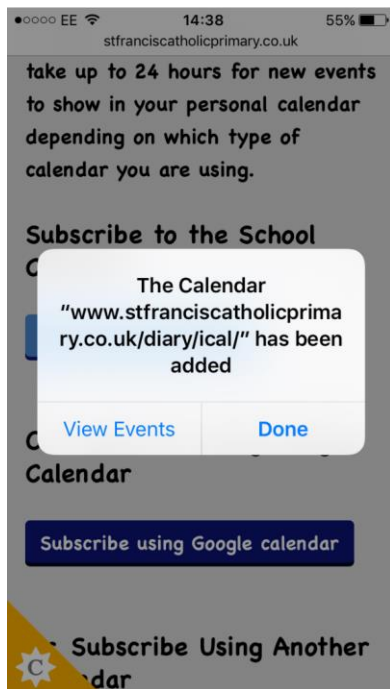An example of how this looks on an iPhone follows:

Click the text 'Link school events to your personal calendar'

Click Subscribe to calendar

Click Subscribe

 Click done

We have put together some text for a newsletter to parents if you wish to use it to inform parents:

Dear Parents

A new feature of the school's website allows you to download events from the school calendar into your own personal calendar on your mobile phone, tablet or computer.

All you need to do is visit the calendar on the school website and click the link called 'Link school events to personal calendar'. You can then choose from three options: to add to your default calendar (for example, on an iPhone it will go to the iPhone calendar); to add it to your Google calendar; or input it to your calendar programme of choice.

Things to know:

- If the school edits its calendar, the updates will appear automatically in your calendar (the time that this takes to happen will depend on your calendar programme).
- You cannot edit the events in the school calendar.
- All events will pull through in one colour only, not the colours set by the school.
- You can name the calendar and choose how often to receive updates.
- You can unsubscribe via your own calendar at any time.

If you have any questions or feedback, please let the office know and we can forward them to the school's website provider.