

School Post Starter Guide

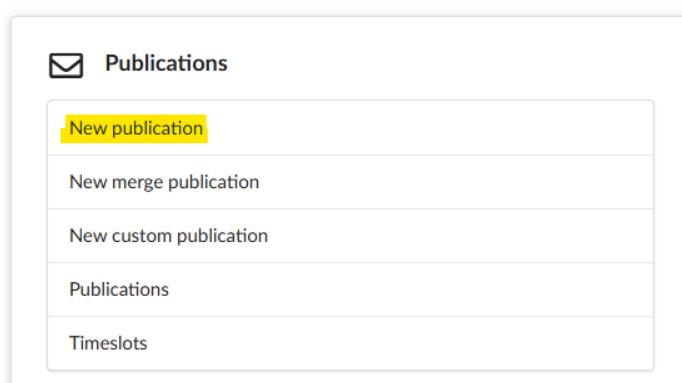
Logging in

School Post login: <https://stpaulsschool.schoolpost.co.uk>

To log in from this page, go to 'log in with Office 365' underneath the username etc. fields. If prompted, then enter your usual school credentials (email address and password)

Creating Publications

In general, you will go from the main menu in the staff area and select '**new publication**':



Then compose the message, select whether you require a '**reply**' option: email, message or form response, and the email address to which replies will be sent. You can also select 'no reply option'.

All messages should be sent in the daily '16:30 timeslot', which is selected automatically when creating a publication.

Publication - untitled

[← Publications](#)

Status

Draft

☒ Timeslot ☐ Custom date

Owner
India Gammon (S107262)

Timeslot

28 August 2025 16:30

☐ Push to top of email

If you need to send something as a matter of urgency or importance, e.g if a trip return time is delayed, a fixture cancelled or there is an important message from the High Master which needs to go immediately, then you can select 'Custom date' and then select a time.

Recipients

When sending a message to the senior school, or to the whole school, you need to select 'St Paul's School' under the Quick filter and then change the 'Sets' to All. It automatically selects just parents, so if you need students as well you need to change that drop down selection also.

Recipients

Quick filter

St Paul's School

Group

School

Sets

All

Selection options

Filter

Select individuals

Paste names / codes

Choose student/parent

Parents

All

Current Junior

Current Senior

Current Senior Boarding

1516

ACCOUNTS

2732

RECIPIENTS

For staff, the correct group is **STAFF CUSTOM GROUPS**. If you need to select the entire school plus staff, you can do so by clicking the 'Filter' button underneath selection options and then 'Add group/set' – in this instance, that would look like this:

Apply filter from library (overwrites existing recipients)

[SELECT]

Add Section

'Condition' Section

'Exclusion' Section

Total

2016

Accounts in

Add group / set

Add / remove individuals

Paste names / codes

GROUP / SETS

Staff custom groups

Academic Policy Committee
Academic Staff - SPJ
Academic Staff - SPS
Admin Staff - SPJ
Admin Staff - SPS
DB_tutorspj
Governors
Pastoral Report Generator - SPJ
Pastoral Report Generator - SPS
PM - School House

whole group selected

x

500

School

Current Junior
Current Senior
Current Senior Boarding

whole group selected

x

1516

Cancel

OK

You can send School Posts to individuals doing the same process, but clicking 'Add / remove individuals'.

Publication Co-owners

Select '**co-owners**' to allow other staff members to export response data from the publication, e.g. the member of staff who has asked you to send the message:

Visibility

Co-owners

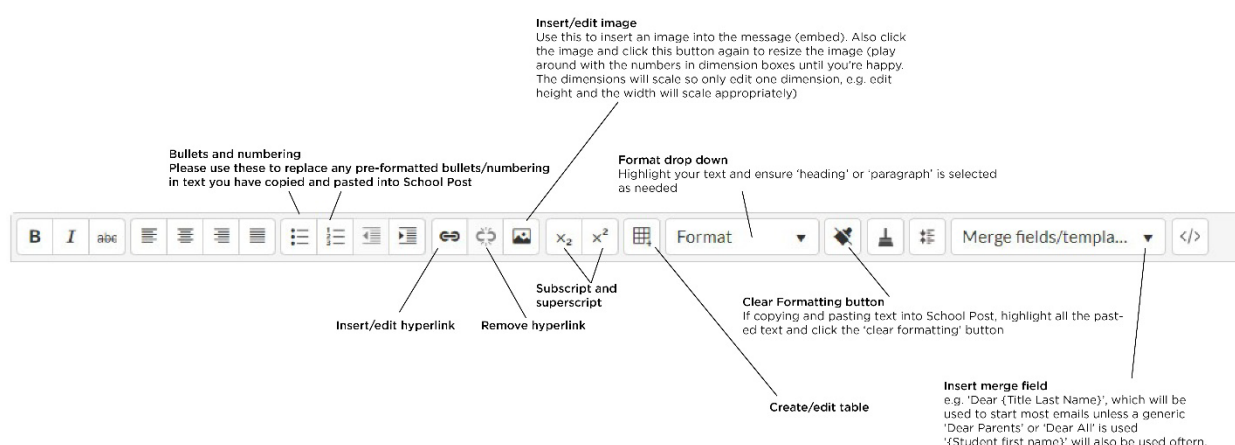
☐ Secure publication (requires password log in) [?](#)

☐ Confidential publication [?](#)

Formatting a Publication

Use available merge fields such as 'Dear title last name' for beginning most emails, unless a generic 'Dear All' or 'Dear Parents' is used. Use available merge fields within message such as 'Student first name'.

If copying and pasting text into a message, highlight the text and use the 'clear formatting' option in School Post once pasted in and check that 'paragraph' is selected in the 'format' dropdown



To insert attachments, drag and drop the file into the attachments section (see screenshot below) underneath the main message text box. Hover over the grey area and it will be clear you can drop the item there. Release it, ensure it has loaded correctly and appears as a file icon with the file name.

Select files...

Drop files here to upload

House Style Guide

Date format: 13 January 2023, or Friday 13 January 2023, or Friday 13 January

Time format: 12-hour clock – i.e. 11.30am, 7pm, 12 noon (please avoid using '12pm')

Year group format: Fifth Form, Lower Third, Upper Eighth (written in full, not 5th form, though staff may give messages to you in this format for speed, please use full written version in messages to parents).

Year groups at SPJ/SPS:

- SPJ
 - Lower First – Year 3
 - Upper First – Year 4
 - Lower Second – Year 5
 - Upper Second – Year 6
 - Lower Third – Year 7
 - Upper Third – Year 8
- SPS
 - Fourth Form – Year 9
 - Fifth Form – Year 10
 - Sixth Form – Year 11
 - Lower Eighth – Year 12/Lower Sixth
 - Upper Eighth – Year 13/Upper Sixth

When referring to Old Paulines, add 'OP' followed by their school dates in brackets after their name, e.g. India Gammon OP (2008-2015)

This document should be read in conjunction with the St Paul's School House Style Guide and the School Post Sending Guidelines for Staff. If you have any queries about any of the above, please contact India Gammon (irg).