

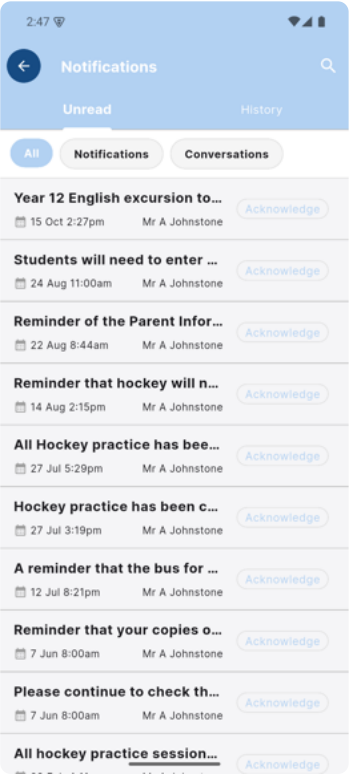
How to Reply to a School Notification in Student Orbit

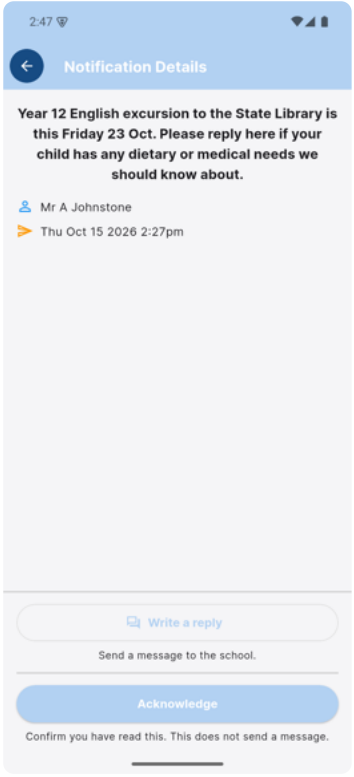
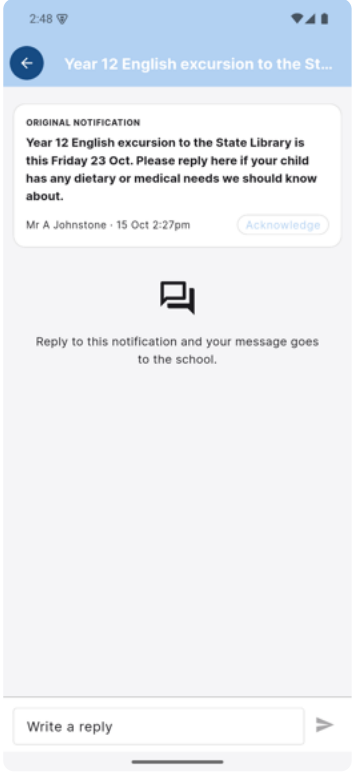
Below is a guide for students to reply to a notification from the school in the *Student Orbit* app.

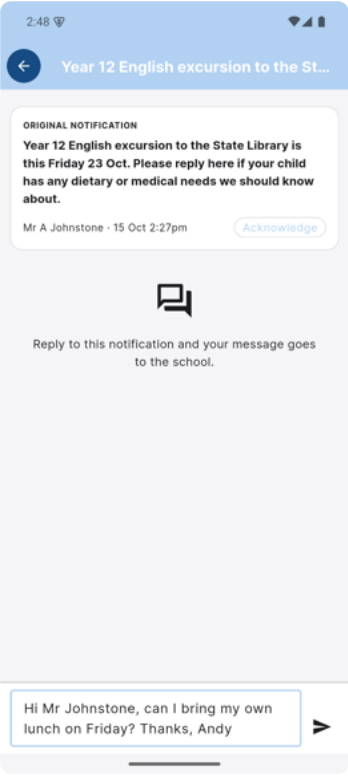
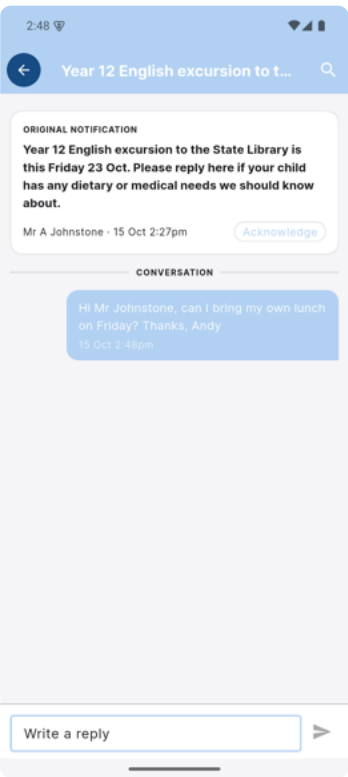
You can reply when the school has allowed replies on that notification. Your conversation is private between you and the school. If the notification also went to your parents, they have their own separate conversation and cannot see yours.

Screenshots last updated: 15/10/2026

Replying to a Notification

Step	Instructions	Screenshot
1	Tap the bell at the top right of the homepage to open your Notifications. Tap the notification you want to reply to.	

2	If the school has allowed replies, a ‘Write a reply’ button is displayed at the bottom of the notification. Tap it.  ‘Write a reply’ sends a message to the school. ‘Acknowledge’ only confirms you have read the notification and does not send a message.	
3	The notification is shown at the top. Tap the ‘Write a reply’ box at the bottom of the screen.	

4	Type your reply and tap the send icon. Replies can be up to 2000 characters, and a count appears as you get close to the limit. Attachments cannot be added to a reply.	 The screenshot shows a mobile app interface. At the top, the status bar displays the time 2:48 and signal strength. Below the status bar is a blue header bar with a back arrow, the title 'Year 12 English excursion to the St...', and a search icon. The main content area features a notification card with the text: 'ORIGINAL NOTIFICATION Year 12 English excursion to the State Library is this Friday 23 Oct. Please reply here if your child has any dietary or medical needs we should know about.' Below the notification, there is a large text input field with a placeholder 'Hi Mr Johnstone, can I bring my own lunch on Friday? Thanks, Andy' and a send button (arrow icon). A small 'Acknowledge' button is visible next to the notification.
5	Your reply appears in the conversation. If it does not send, tap 'Try again'. From now on the notification is marked 'Conversation' in your Notifications, and tapping it opens the conversation directly.	 The screenshot shows the same mobile app interface as the previous one, but with the reply now visible in the conversation thread. The notification card is still present, but the reply is now part of a conversation. The reply text is 'Hi Mr Johnstone, can I bring my own lunch on Friday? Thanks, Andy' and it is timestamped '15 Oct 2:48pm'. Below the conversation, there is a text input field with the placeholder 'Write a reply' and a send button. The 'Acknowledge' button is still visible next to the notification.

6	When the school replies, their reply is shown with the staff member's name below a 'New messages' line. If the school has closed the conversation, 'This conversation has been closed. You can still read it.' is displayed instead of the reply box.	
---	---	--

- i To find a message in a long conversation, tap the **magnifying glass** at the top right and type at least two characters.

Related Resources

- [HOW - Student Orbit](#)