

10<sup>th</sup> November 2017

Dear Parent/Carer

**Re: 'School Gateway'**

I am pleased to advise that we are introducing a new service – 'School Gateway' with effect from Monday 13<sup>th</sup> November, 2017. This means that we can share information with parents more quickly via email, text, online and smartphone app. It will also save parents, and the school, time and money.

In future when you receive a text from school it will be sent from the following telephone number: 01924 950047. Please would you save this number into your phone so that you know where the text message is from. We will only be able to send text messages that are 160 characters in length so future messages will be much shorter.

We will also be communicating with parents by e-mail in future. In order to do this we require an up to date e-mail address for your child's first contact on our system. On the first day of using the new communications system we will be sending a text message out requesting your up to date e-mail address. I would be grateful if you could reply back to this text message with the name(s) of your child(ren) and your e-mail address. The e-mail address for the new communication system is: [SC3824002a@schoolcomms.com](mailto:SC3824002a@schoolcomms.com) It would be helpful if you could save this e-mail address in your e-mail contacts to avoid e-mails from the school being rejected from your system.

Within the 'School Gateway' app you will be able to view the following for your child(ren):

- Achievements
- Behaviour
- Attendance
- Lesson timetable
- Your contact details
- School details
- Student details

***What you need to do now***

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you. ***Parents signed up for a School Gateway account by 30<sup>th</sup> November, 2017 will be entered into a draw for five £30 vouchers (one for each year group).***

- Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS you can message the school for FREE.
- Visit the website: [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You will receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you are having trouble logging in please contact the school and we will check your contact details.

Yours faithfully



Andy Barnett  
Principal