



October 2016

School Gateway - Improving Communications with Parents

To keep your child/ren safe and ensure their well-being, Peasedown St John Primary is constantly looking for ways to improve our links with parents and keep everyone up-to-date and well informed. We therefore use an electronic school communication system through '**School Gateway**'.

This enables parents to receive information from school quickly and reliably. We can send information by email and short text messages directly to your mobile phone, or if you have an Apple or Android mobile phone, by app message.

Once your child has started at our school and their details entered onto our system, you will also be able to make **payments online** for dinner money, Nursery fees, school trips, etc. by credit or debit card. Paying for school items online is quicker and easier for you, safer for children and more efficient for the school.

You will:

- See messages in your inbox like any other email
- Get a short text or app message if we need to contact you
- Be able to make payments for dinners, school trips, etc.

We can:

- Send more information
- Save money on admin time, printing and paper
- Contact you urgently when necessary

Next steps:

1. The school will need to use the email address and mobile number for the priority one contact. If you are not certain that we have your correct details, please contact the office as you will not be able to access the Gateway.
2. **If you have an Apple or Android device you can Download the App:-**

Go to your App Store, search for "School Gateway" and download the App.

Once downloaded, select the "New User" button; enter your email address and mobile number that we have on record for you. Select Send PIN and a PIN number will be text to your mobile phone.

Log in with your email address and the PIN, your account is now active and you will receive instant notifications of messages in your notifications bar and be able to make payments.

PLEASE BE AWARE: IF YOU USE THE APP SOLELY ON AN IPAD OR TABLET AND YOU DO NOT HAVE ACCESS TO THE APP ON YOUR MOBILE YOU MUST CLOSE THE APP WHEN YOU ARE FINISHED AS ANY INSTANT MESSAGES FROM US WILL AUTOMATICALLY GO TO YOUR DEVICE VIA THE APP AND THEREFORE YOU WILL NOT RECEIVE A SEPARATE TEXT ON YOUR MOBILE.

3. If you **DO NOT** have an Apple or Android device you can:-

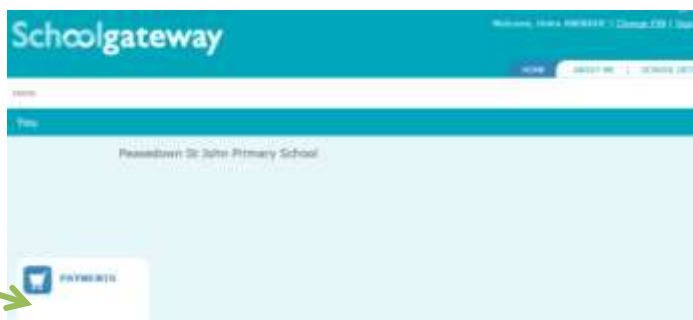
Go to www.schoolgateway.com.

When visiting the School Gateway website for the first time, please select 'New User'. On the next screen enter the email address and mobile telephone number you have **registered with the school**.



The system will send a PIN code to your phone; go back to log in page, enter your email address and PIN and your account will be activated for you.

You will then be able to start paying money to the school online. If you change your contact details, email or mobile, please let the school know as soon as possible.



When you have logged on you should see a screen similar to this. Press payments.



Choose the item you wish to pay for, enter the amount you would like to pay, click view my basket and checkout.

When paying for items, use "Credit or Debit Cards" option as this will instantly show on your account. Please **DO NOT use "Instant Bank Transfer" option as this will take 5 working days to reach your account.**

The school web site under the 'payments' tab will have a link to the School Gateway and also a 'Frequently Asked Questions' section



Schoolcomms/School Gateway is registered with the data protection act. All information you provide will be kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of school business. You will not receive any SPAM or marketing material.