



8<sup>th</sup> October 2013

Dear Parents and Carers

### 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 have therefore decided to implement an electronic school communication system through 'School Gateway'. The current teachers2parents system will not be used after 16<sup>th</sup> October.

This will enable 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.

You will also be able to make **payments online** by credit or debit card, for things like dinner money, Nursery fees and school trips. Paying for school items online is quicker and easier for you, safer for children and more efficient for the school. We aim to have the **payments** section up and running by the beginning of **Term 2**.

You will:

- See messages in your inbox like any other email
- Get a short text or app message if we need to contact you
- Still get paper letters initially unless you tell us you don't want them.
- Be able to make payments for dinners and 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 that we hold for the Priority one contact. If you are not certain that we have your correct details, please complete and return the reply slip below or you will not be able to access the Gateway to make payments.

**2. If you have an Apple or Android device you can-**

Go to your app store and search for "School Gateway" and download the app.

Once downloaded, select the "I'm a 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, you will also be able to make payments.

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

Go to [www.schoolgateway.com](http://www.schoolgateway.com)

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

The system will send a PIN code to your phone; please enter this PIN code and your account will be activated for you.

As soon as the system has been set-up at school, you will be able to start paying money to the school online rather than send cash or cheques, although they will still be accepted by the school initially.

**4. If you change your contact details email or mobile, please let the school know as soon as possible**

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.

Yours faithfully,

Mrs J Battersby  
Headteacher

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**SCHOOL GATEWAY**

I give / do not give (delete as appropriate) permission for my email address & mobile number to be used to receive information from school. (Please print)

Priority 1 Parent name \_\_\_\_\_

Children/s names \_\_\_\_\_ Class/es \_\_\_\_\_

Email address \_\_\_\_\_ Mobile no. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_