

2nd April 2019

School Comms

Dear Parent/Carer

We are very excited to be introducing School Comms which is a parent engagement app that will allow you to book and pay for After School Club, Breakfast Club and school trips. You will also be able to communicate with the school and view your child's achievements and reports at anytime from anywhere.

All school related communication, newsletters, reports, attendance figures, club bookings, and payments will go through School Gateway from 20/06/2019. No letters in paper form will be issued from Monday 03/06/19. To stay up to date with what is going on at school please make sure you download the free app. Just search School Gateway in your app store and download.

Any paid for sessions including breakfast club, tea time club and new trips from June onwards will be available to be **booked and need to be paid for upfront via the app from 20th May**. Any existing trips will not be published onto the app and will need to be paid for in the usual way. With this in mind we would like to remind you to pay all outstanding fees you may have. Any outstanding fees as of the **10/05/2019** will prevent you from being able to book any breakfast or teatime sessions. If you are having difficulties making payments please contact Karen Mathew in the finance office.

Your log in details will be automatically generated using the email address provided below. Please return this to reception as soon as possible to ensure your log in is generated.

If you have any questions or would like some more information, please see the School Gateway site here: <https://schoolgateway.co.uk/>.

You can also log into the online version of School Gateway via this site if you do not have a smart phone, although we do recommend using the app if possible as it makes it easier to get hold of parents when we need to.

Please complete the form below and return to the school office by 24th April. If you require further help or assistance please do not hesitate to contact the school office.

Yours sincerely

Mr M Shotton
Executive Principal

Mrs M Saunders-Short
Executive Principal

Childs name..... Parent Name

Parents email address.....

Parents Mobile Number.....

Please tick to agree for us to share your data with School Comms and School Gateway for this purpose

