



Headteacher: **Ms Annemari Ottridge** M.Ed. NPQH

Dear Parents

We're making communication easier, faster and more effective by having one company providing our online payments system, emails, texting etc. From November all forms of communication from the School Office will be via 'School Gateway'.

This means that we can share information more quickly via email, text, online and the smartphone app. You will also be able to make payments via credit and debit card, view lunch balances and give online consent for activities such as school trips, sports events etc.

To ensure you receive all future email communications it is really important to download the 'School Gateway' app available for both Apple and Android phones. The app shows the same information as the website PLUS you can send app messages to the school for FREE – this will also save the school money when we send text messages. NB if you already use School Gateway to make online payments, you do not need to do anything as you are already registered and will automatically start receiving messages as we send them out. However, for your convenience we do recommend you access School Gateway via the app to receive pop up notifications of emails etc.

Alternatively, on a laptop or desktop computer you can get to School Gateway via <https://login.schoolgateway.com/0/auth/login> and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway. If you're having trouble activating your School Gateway account, it may be because we don't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system. School Gateway are unable to make amendments to our school records so please do not call them if you have an issue.

We hope that you will find School Gateway a valuable way to keep up to date.

Kind regards

Sam & Alison
Admin Team

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