

8 September 2020

Dear Parents/Carers

School Gateway App

Last year we successfully launched a school smartphone app to enable more direct communication between school and parents/carers. The app, provided by SchoolComms and called School Gateway, enables the school to more easily contact parents regarding absence as well as allow for more effective, targeted mailings. From the parents' perspective, the app allows you to check and update the contact details that we have on our system as well as providing quick and easy links to ParentPay, to the school's parents evening booking system and to your child's latest report or Orders.

With regards to student absence, the use of the app is a valuable addition to our existing procedures. It remains the case that if your child is unable to attend school on any given day, due to illness for example, you should still call the school as soon as you can in order to notify us. For students in Years 7 to 11, Matron is the key contact on 01628 816545. For the 6th form students in Britons, Danes and Normans the number is 01628 816507 and for Romans, Saxons and Vikings it is 01628 816520. If, however, we have not received any notification of absence by 9.30am we use the School Gateway app to send a direct message to your phone enquiring about the absence.

In order to download the free app if you have not already done so last year, please visit either the App Store on your iPhone or Google Play on an Android device. Search for "School Gateway". On downloading the app you will be prompted to enter an email address: this has to be the address to which the school sends correspondence such as emails and newsletters. If the app finds an email match, a pin code will be sent to your phone allowing access to the app. Full instructions, and help, are available through a link in the app and online.

Many thanks in advance for your cooperation.

Yours faithfully,

James Simpson
Deputy Headteacher