



IMPORTANT



Communication from School to Parents and Carers 'School Gateway' Communication System

The school uses '**School Gateway**' to communicate information to parents and carers. It is a quick and cost effective way of communication. Please ensure that you download 'School Gateway' to your smartphone (Android or iPhone) or tablet. Using the 'School Gateway' app will ensure that you receive all communication from school. It is free of charge and quick and simple to use. In addition, you will be able to reply to messages.

To register/login, the school must have your current email address and mobile number **must be correct** for you to be able to use the School Gateway app. Therefore please ensure that you update the school with any changes.

You can also log in via the 'School Gateway' website: <https://login.schoolgateway.com/0/auth/login>.

You can view your child's up-to-date timetable, reports, achievements and behaviour incidents. This will give you the chance to quickly celebrate successes and respond to behaviour. All letters and Newsletters are communicated via this method of communication. Being able to view your child's timetable will also enable you to know what lessons your child has and if they require any specific equipment i.e. sports kit, instruments or ingredients.

Absences will automatically be reported to parents and carers via 'School Gateway'. Parents and carers can reply with a reason for absence via the app on your phone, tablet or website.

We would like **all parents and carers** to use 'School Gateway' to receive information from school. Therefore, if you haven't done so already, please register with 'School Gateway'. You **must** use the same **email address and mobile number** that you have given to the school. **Please note:** if both parents or carers share the same email address only one parent/carer will be able to register with 'School Gateway'. You will need to update the school office with a different email address for the other parent/carer if they wish to register and receive/send information.

Once you have registered, a four-digit PIN will be sent to the mobile number which you registered to the app. **PLEASE KEEP THIS PIN IN A SAFE PLACE**, you may need to again at a later time to log in.

If you have any questions or need guidance using the 'School Gateway' app please contact the main office 020 8688 4014.

Thank you for your continued support.

Yours sincerely

Mr Cook

Senior Assistant Headteacher