

School Communications



To keep your child/ren safe and ensure their well-being, we are constantly looking for ways to improve our links with you and keep everyone up-to-date and well informed. As sending written information home is sometimes unreliable; we have decided to implement Schoolcomms, an electronic school communication system. This will enable you to receive all your information from school quickly and reliably. We can send letters by email to your inbox and short messages directly to your mobile phone as a text message, or if you have an Apple or Android mobile phone, by app message.

You will:

- Receive letters more reliably and promptly
- See letters in your inbox like any other email
- Get a short text or app message if we need to contact you urgently
- Still get paper letters if you don't have email
- No need to rely on your child for delivery
- Be able to reply by email, text or app message, and be able to send us any reasons for absence via text, email or app message

We can:

- Send more letters and information
- Save money on admin time, printing and paper
- Contact you urgently when necessary

Next steps:

1. The school will use the email address and mobile number that we hold for the Priority one contact(s). If you are not certain that we have your correct details, please use the reply slip provided
2. **If you do not have an Apple or Android device, skip to step 6**
3. Go to your app store and search for "School Gateway" and download the app
4. 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

Please return to Reception

To receive letters, newsletters and texts please supply us with your up to date contact details.



Name Student/s Name.....

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Email Address

Mobile number