



Learning Today, Leading Tomorrow

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Headteacher: Mrs C Owen

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Dear Parents and Guardians

Schoolgateway

A New School Gateway for Parent Communication

I am writing to inform you that we (the school) have invested in a new communications management system called **School Gateway** and, in due course, we will be phasing out ParentMail (email) and ParentPay (on line payments).

School Gateway is able to cover many more areas of administration and communication for all our stakeholders, an area which we are always striving to improve. This new system will allow us to tailor our own package to suit our own specific needs and we, in turn, will be able to deliver a service to you that is both efficient and user friendly. Working together we can become more in tune with today's fast moving digital age.

As parents you will have the benefit of a new system which will allow you to engage with us from a new App downloaded to your smartphone or, if you do not have a smartphone, using the web. From **one account** you will be able to:

- make online payments for items like swimming, trips, nursery lunch club, etc
- control your own WAC and Holiday Play Scheme bookings using an online calendar and booking system including making WAC payments in advance
- return sports' match and tournament slips, and trip slips electronically direct to the office - no more printing out of slips!
- receiving all group email and text messages

All of the above and potentially more as we can tailor the programme for our own specific needs.

If you are receiving this email it is because you are registered at school as the primary contact for your child. If you wish the child's second contact to receive communication via the new App, they must contact the school office to let us know so we ensure it happens for you.

For those of you who are in receipt of pupil premium or pay for services via childcare vouchers your accounts will be credited in advance by the school.

We are working hard with the software company to ensure that we get things right and the transition goes as smoothly as possible and we shall be up and running for the new academic year. However:-

So we can deal with teething problems and glitches early we are going to start with a partial trial in our Wrap Around Care and Holiday Play Scheme. It will enable you, the parent, to book and pay at the click of a button – no phone calls to the office, no invoice chase up letters, and no last minute emails – you will be in control of the booking and payment system allowing our WAC staff to be more child focused. School Gateway will be available today for pre-bookings from Tuesday, 29th May. As soon as you have downloaded the App you can get started. Remember this is just a trial, we need to work together to get the system right for us all. All current WAC bookings for term 6 will be honoured, pending payment.

On the next page is guidance on how you can download the new School Gateway App. As and when we introduce new sections we will inform you. Even if you do not use WAC or Holiday Play Scheme please download the App as we will be introducing new sections in the near future. Thank you for your continued support.

Yours sincerely

Mrs C Owen
Headteacher