

January 2018

Dear Parents / Carers

Following a successful trial period with a number of our parents, we are delighted to announce the launch of our new School App. 'School Gateway' is a free App that is specifically designed to connect the academy and you as parents.

There are a number of platforms from which the App is available to download including the Google Play store and the Apple App store. It is our intention that the App will eventually reduce paper communications and this is the first stage to being able to achieve this.

To install the App on your mobile device please follow the steps below:

1. Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to [www.schoolgateway.com/apple](http://www.schoolgateway.com/apple) (Apple) or [www.schoolgateway.com/android](http://www.schoolgateway.com/android) (Android)
2. Install the App and if you are asked then say yes to "Allow Push Notifications"
3. When you launch School Gateway for the first time please select 'New User' and enter the email address and mobile telephone number you have registered with the school
4. The system will send a PIN code to your phone; please enter this PIN code and the App will be activated for you

Once installed you will begin to receive communication from the academy and be able to directly contact the academy.

If you have recently changed your email address or mobile telephone number please let us know by completing the below form so we can update our records – if the App is not working for you this is likely the reason why.

If you are having any difficulties with this then feel free to contact myself at the academy, or drop into our planned workshops that will be held on the forthcoming parent evening events. The first event you could access is being held on Thursday 25<sup>th</sup> January 4-6.30pm when I will be based in the academy library.

Thank you for your continued support,



Mr S. Williams  
Director of Teaching and Learning

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**Data Collection Reply Slip – School App**

Parent name: \_\_\_\_\_

Student name: \_\_\_\_\_

Primary email: \_\_\_\_\_

Primary mobile number: \_\_\_\_\_

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