

June 2013

Dear Parents and Carers

Improving Links with school

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...which is **free** to download.

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
- Not 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 for **FREE** 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
5. Log in with your email address and the PIN, your account is now active and you will receive instant notifications of messages in your notifications bar
6. If you change your contact details please let the school know as soon as possible

Schoolcomms is registered with the data protection act. All information you provide will be kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of school business. You will not receive any SPAM or marketing material.

If you have any questions or concerns please contact the school office on 01384 296596.

Yours faithfully

A Burton
Assistant Headteacher

I give/do not give (**delete as appropriate**) permission for my email address & mobile number to be used to receive information from school.

Priority 1 (if different, this contact will override any first contact we already have)

Parent name _____

Children/s names _____ Form _____

Children/s names _____ Form _____

Children/s names _____ Form _____

Email address _____ Mobile telephone number _____

Signature _____ Date _____

Please return slip to Mrs Young, Reception