

## Schoolcomms & School Gateway

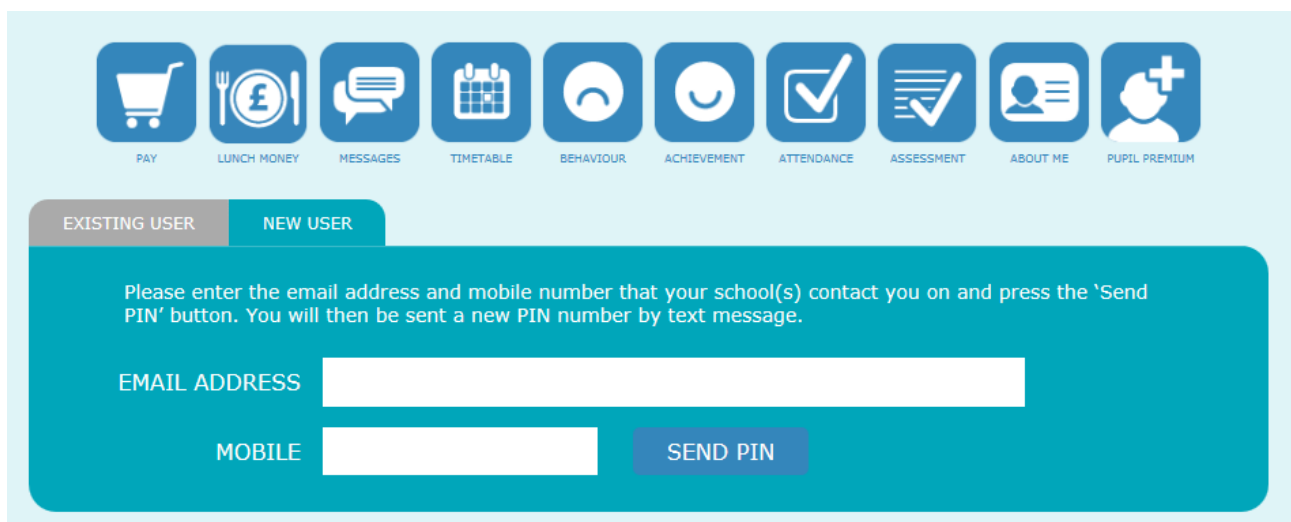
Thank you for signing up to use Schoolcomms. This powerful email system makes direct emailing of information to groups of parents and students more straightforward than usual systems. If you currently do not receive messages from the school using Schoolcomms, please ensure that the office has a correct email address for you.

We have recently enabled Schoolcomms Online Reporting which is accessed through the School Gateway website or via an app of the same name. The App will also enable you to receive messages directly to your mobile device if you are logged in to the App.

You will have access to

- Attendance information
- Your daughter's timetable for the next fortnight
- Achievement & Behaviour incidents that have been logged – but not the specific details
- Assessment Information
- Parental contact and School details

We would encourage you to set up a School Gateway account. To do this please visit [www.schoolgateway.com](http://www.schoolgateway.com) and select the **New User** tab, then enter the email address and mobile number that you have previously given the school for the primary contact. Click on SEND Pin and your 4 digit PIN will be sent via text message to your mobile phone. This number will be needed each time you log on to the site. On future visits to the website – log in is straightforward by using your email address and the PIN number.



The screenshot shows the School Gateway website interface. At the top, there is a row of ten blue icons representing different features: PAY (shopping cart), LUNCH MONEY (fork and plate with pound symbol), MESSAGES (speech bubbles), TIMETABLE (calendar), BEHAVIOUR (smiley face), ACHIEVEMENT (smiley face), ATTENDANCE (checkmark in box), ASSESSMENT (checklist), ABOUT ME (person icon), and PUPIL PREMIUM (person icon with plus sign). Below the icons are two tabs: 'EXISTING USER' and 'NEW USER'. The 'NEW USER' tab is selected. Below the tabs is a registration form with the following text: 'Please enter the email address and mobile number that your school(s) contact you on and press the 'Send PIN' button. You will then be sent a new PIN number by text message.' The form has two input fields: 'EMAIL ADDRESS' and 'MOBILE'. A blue 'SEND PIN' button is located to the right of the 'MOBILE' field.

If you wish to download the App, rather than using the website please go to either [www.schoolgateway.com/apple](http://www.schoolgateway.com/apple) or [www.schoolgateway.com/android](http://www.schoolgateway.com/android) and follow the instructions below.

A login screen will appear:

- Select New User button.

- Enter e-mail address and mobile number – please ensure that these are the same as the ones we have on SIMS for the primary contact for your daughter.
- Select Send Pin – a 4 digit PIN will be texted to your mobile phone.
- Once the PIN has been received you can then log onto the app, using your registered email address and the 4 digit PIN.
- A welcome message will appear informing you that messages will now arrive in the app.

Forgotten PIN: can be reset via the login screen.

Changing PIN: visit the School Gateway web version – [www.schoolgateway.com](http://www.schoolgateway.com)

- Using registered email address and 4 digit PIN number, select Change Pin button on toolbar.
- Enter current PIN and then enter new PIN number twice.

### **Attendance**

Clicking this section will allow you to see % attendance, explained and unexplained absences. You will be able to send messages to the school to explain absences – please ensure you include the name & form of your daughter as well as the reason for absence. In addition to this you will also be able to use the “Advise of Future Absence” button to inform us of absences for medical appointments; however please continue to write to the school in the usual way if you are requesting Leave of Absence for any other reason.

### **Achievement & Behaviour**

Clicking on the Achievement/Behaviour Icons will enable you to see more detailed information; new items will be highlighted in red/orange depending on whether they are behaviour or achievements.

### **Assessment**

This section will allow you to see WAG information as it becomes available.

### **About me**

Shows you the details the school holds for you, should they be incorrect you can inform the school of any necessary changes by clicking the Change Details button and sending an appropriate message.

Please may I remind you that Schoolcomms can only communicate with the parent who is named 1<sup>st</sup> contact on our SIMS database; this is the person who currently receives Schoolcomms messages. If you wish to change this, please contact the school and ask for Mrs Tompkins who will be able to update your details.

Dr J Rose

Assistant Headteacher

