

Featherstone Wood Primary School

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www.featherstonewood.herts.sch.uk



Head Teacher – Louise Shuttleworth

26th March 2019

Dear Parent/Carer(s)

Re: School Communication using Schoolcomms/School Gateway

We feel that communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about. In keeping with other local schools in our area, our school will be using Schoolcomms after the Easter holidays (**from 23rd April 2019**). **Therefore, we will NO LONGER be using PS connect to send messages/emails.** We will continue to use Schoolgateway for school meal payments as well as introducing bookings for Breakfast Club/ After School Clubs and payments for school trips.

Schoolcomms

We will send all correspondence to parents and carers via email/text. For those parents that have already provided us with an email address you need take no further action apart from ensuring that you monitor your email address regularly and update us of any changes to email addresses.

Messages will be sent by text via the Schoolcomms system. The telephone number that will appear on your mobiles will be 01438 235550 (we recommend that you put this number in your address book, under Featherstone Wood so it will be easily identifiable).

To ensure that you receive messages from the school in the most efficient way in an emergency it is advisable that you provide us with a mobile number.

As has previously been the case, if the school needs to contact an individual parent or carer urgently then this would be via a phone call to the telephone numbers held on our system. It is therefore important that you keep us up-to-date with any changes to contact details.

Keeping contact information up to date

It is the responsibility of parents/carers to ensure that changes to any email addresses and mobile phone numbers are notified to the school. To help maintain accurate records of contact information and other data regarding a student, a data collection sheet is to be completed by parents each year in the Autumn Term at our Parent Consultation Evening.

Our system will notify us of any email addresses and mobile phone numbers that appear to be inaccurate and we will proactively work to resolve these queries as they become apparent.



School Gateway

This is a facility within Schoolcomms for parents to give consent, make online payments and also to book children into Breakfast Club and our free After School Clubs.

Online Payments

Our aim is to become a cashless school, so parents and carers will need to register to make payments online for school meals, school trips and breakfast club via School Gateway (see below for further guidance).

It is therefore necessary that all parents register with School Gateway to be able to make any payments online.

Bookings for Breakfast Club

Parents/carers are required to make bookings via Schoolgateway if they wish their child/ren to attend the Breakfast Club. Due to limited places for this club, parents will need to book the day before. We will not be able to accommodate children who are not booked onto this club, therefore alternative arrangements will need to be made for them. Payments for this club **MUST BE PAID FOR IN ADVANCE**.

Parents/carers are able to book places online for their child/ren prior to their attendance via School Gateway.

Guidance - To make online payments or book places in clubs, please register with School Gateway

To register you must have supplied us with an email address and a mobile phone number. Once you have supplied these contact details follow the instructions below to register for a School Gateway account so you can manage your child's account online, make other online payments and book places in clubs.

1. Go to www.schoolgateway.com or download the app, if you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS you can send app messages to the school for FREE – this will also save the school money when we send text messages.
2. When you visit the School Gateway website for the first time, please select 'New User' and enter your email address and mobile telephone number you have registered with the school.
3. The system will send a PIN code to your phone; please enter this PIN code and your account will be activated for you.

If you have not supplied us with an email address or a mobile phone number please email these details stating your child's name, class and your contact details to admin@featherstonewood.herts.sch.uk. Once we have added your contact details you will be able to register on School Gateway.

Please do not hesitate to contact the school office, if you require any further information.

Yours sincerely

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TERESA SKEGGS
Interim Headteacher.