

26th April 2021

Dear Scientia Families,

School Comms

We are very excited to be introducing School Gateway to Scientia Academy - a parent engagement and communication app. We will be using this new system from Monday 3rd May 2021.

It is extremely important that all parents/carers sign up for and access the new SchoolComms online Gateway system.

With School Gateway you will be able to do the following:

- Make Payments for School Meals along with Pre Booking Meals
- Give Consent for Trips along with making payment
- Book sessions for Breakfast Club and other Clubs along with making payment
- Receive Email Communications – letters / newsletters
- Send and Receive Messages when using the mobile app
- Make Parent Evening Appointments

How to install and register through the SchoolComms Gateway Mobile App (which we strongly recommend)

The set-up process is simple and will take no more than a couple of minutes:

1. Search for 'School Gateway' in the Apple App Store / Google Play
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 you a PIN code to your phone; please enter this PIN code and the app will be activated for you. As soon as you have got the system set up, all the text messages we send you will appear in the app; you will receive notifications/alerts as normal

How to Register through the School Gateway Website (for PC / Laptop access)

1. Go to www.schoolgateway.com
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 you a PIN code to your phone; please enter this PIN code and your account will be activated for you.



If you are unable to register with the gateway system, please email office@scientia-academy.org.uk with the following details and someone will get back to you in due course:

- ❖ Your Child's Name and Class
- ❖ Your Name, Mobile Number and Email Address

If you have any questions or would like some more information, please see the School Gateway site here: <https://schoolgateway.co.uk>

Kindest Regards

A handwritten signature in black ink, appearing to be 'Helen Bye', with a long horizontal stroke extending to the right.

Helen Bye
Headteacher