



Halsford Park Primary School

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Improving links with school – SchoolComms

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 use Schoolcomms, an electronic school communication system, to keep in contact with parents/carers. 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.

You will:

- Be able to reply by email directly from the message you have received from school.
- Receive letters 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 at short notice
- Not need to rely on your child for delivery!

Next steps:

1. The school will import the email addresses and mobile numbers that we hold for all those with Parental Responsibility. E-mails will be sent to **all** registered with Parental Responsibility and text messages will **only** be sent to the **Priority 1** contact with Parental Responsibility. This information will be taken from your child's Data Collection Sheet.
2. If you do not wish to receive electronic communication from the school, please contact the school office.
3. **If you do not have an Apple or Android device, skip to step 6.**
4. Go to your app store and search for "School Gateway" and download the app – this is free
5. 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 sent by text to your mobile phone.
6. 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. 'Push' notifications **must** be enabled.
7. 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 01342 324643.