



June 2022

Dear Parent / Carer

School Gateway

At Chosen Hill School, [SchoolComms](#) is our main communication tool. To ensure that you receive our communications, please add the school's SchoolComms email address below into your address book as this will minimise the risk of further emails bouncing and being marked as SPAM.

sc9165412a@schoolcomms.com

The text message number is 01452 260164

School Comms is used for topping up your child's dinner money account, paying & giving consent for trips, paying for revision guides, advising us of a child's absence, updating medical information, email addresses, change of address and or mobile telephone number changes. You will also be able to view any curriculum monitoring reports for your child. We also use it as a form of communication for parents / carers. During the month of **August**, your child's details will be added to this system which will enable you to register your child.

It is imperative for you to be able to use the School Gateway that a unique email address and mobile number is held on the school data system for people who hold parental responsibility for your child and who want to be able to have the ability to be able to do the things mentioned above. **You will be unable to register for the School Gateway system if parents / carers have the same email address and or mobile number.**

Registering for the School Gateway

Please visit the School Website and at the top of the home page on the right-hand side you will see School Comms. Click on this and this will take you directly to the School Gateway to register. Click on New User and it will ask you for your email address and mobile phone number. **This must match what we have on our school system for your child.** Once you have input these details it will send a pin to your mobile phone.

Download the School Comms App to your phone and when you click on the icon it will ask you for your email address and PIN. In put these details and you will then be able to see what is available for you to purchase for your child or top up their dinner money account. You will also be able to see any text messages sent by the school. You can also reply to these messages using the School Gateway. The system is quick and easy to set up, however should you have any difficulties please contact Sarah Dingwall 01452 713488 x 259.



Mrs D Wardlaw
Business Manager