

# Schoolgateway

## URGENT

Uplands Junior L.E.A.D. Academy uses a system called Schoolcomms to send emails and text messages to parents and students. With nearly all communication being made electronically now, we ask that parents keep their contact details up to date in order for the school to communicate efficiently and effectively.

The Schoolcomms system also includes a Smart phone app, called 'School Gateway', for Apple and Android devices. The school has gone cashless and is now using Schoolgateway as a means of collecting money from parents for dinners and trips.

### **Downloading the School Gateway app to your phone**

If you already use the School Gateway app for communication with another school, and the contact information you have registered with Uplands Junior L.E.A.D. Academy is the same as that at the other school, your child's profile will already be available to you. For new users, the set-up process is simple and will take no more than a couple of minutes:

1. Search for 'School Gateway' in the Apple Store or Google Play on your phone
2. Install the app and, if you are asked, say yes to 'Allow Push Notifications'
3. When you launch School Gateway for the first time, please select 'New User' and enter your email address and mobile telephone number, which you registered with the school
4. The system will then send a PIN code to your phone; please enter this PIN code and the app will then be activated for you.

As soon as you have the system set up, any text messages we send you, for example relating to attendance or educational visits, will appear in the app. You will receive a notification / alert from the app each time a new message is received.

You can check your contact details on the app and, if there are any changes to be made, please send us an update via the 'About Me' section or email [office@uplandsacademy.co.uk](mailto:office@uplandsacademy.co.uk).

### **If you do not have a Smartphone**

1. In order to view information, you will need to register for a School Gateway account
2. To register via the School Gateway website, go to <https://login.schoolgateway.com> and select the 'New User' tab; enter your email address and mobile number, which you registered with the school. Select 'Send PIN' and a PIN number will be sent by text to your mobile phone
3. Log in with your email address and the PIN; your account will now be active

If you do not receive a PIN code after following either set up procedures, it is likely that the school does not have your mobile telephone number set up correctly. Please email [office@uplandsacademy.co.uk](mailto:office@uplandsacademy.co.uk), providing your mobile phone number. We will make the amendments and then email you to let you know when it has been updated.