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CEFN SAESON
COMPREHENSIVE SCHOOL

Dear Parents/ Guardians,

Please find attached information on how to use our Parent Communications App, School Gateway. This is the parent engagement app that we use to give you personalised information on your child's progress and development at Cefn Saeson. It will also send you any newsletters, information and key messages that will keep you up to date with the daily activities that your child may be involved in. It will allow you to communicate with the school and view your child's information (time table, reports, reminders etc) at anytime from anywhere.

To stay up to date with what's going on at the school make sure you download the APP for **free**. Just search *School Gateway* in your App store and download.

Your log in details will be automatically generated using the contact information which Cefn Saeson already has on record for you, which will be your mobile number and email address. You can check and change these details by sending an email to Miss Finn at FinnE@hwgmail.net

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

You can also log in to the online version of School Gateway via this site if you do not have a smart phone, although we do recommend using the APP if possible as it makes it far easier to get hold of parents/guardians when we need to.

Please see over leaf for step by step guide how to sign up to School Gateway.

Kind regards,

D.L.R Cole
Headteacher
Signing up to School Gateway

1. Download the Android or iPhone App School Gateway.



School Gateway 
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2. Press **“Sign Up”** then enter the mobile number and email address that the school has on record for you.
3. Press **“Send Pin”**. You will receive a text message with your unique PIN.
4. You are now ready to log in and start using School Gateway.
5. If you don't have a Smartphone you can set up an account using the web version. Simply type into a web browser School Gateway Login or use the following web address <https://login.schoolgateway.com/0/auth/register> . Then follow from step 2 onwards.

Logging in

1. Once you have received your Pin via text launch the School Gateway app on your Smartphone.
2. Enter the email address you have registered with the school and the PIN you have received. If no PIN is received check with school to see if they have right email and phone number for you. Email Miss Finn at FinnE@hwbmail.net
3. If your email address and PIN are entered correctly click **“Login”** and you are ready to start receiving communications from the school.
4. You can also access the School Gateway on the Web Simply type into a web browser School Gateway Login or use the following email web address <https://login.schoolgateway.com/0/auth/login> .Then follow from step 2 onwards.

For further help and information please go to the following web address
<https://schoolgateway.co.uk/get-started/>

