



Dear Parent/Guardian,

As we commence a new school year, I wanted to take some time to remind you of a few things involving our communication with home.

All contact from school happens through the School Gateway App. On the App you can access the following information about your child:

- Attendance figures,
- Achievement and behaviour points,
- Timetable
- School reports

We also use the App to send home important information via the messages tab and you can use it to pay for any school events or top up your child's canteen account. We also use the messaging feature to let you know if your child has not arrived in school. If they are absent you can then respond with a reason instead of being required to send a note into school. It is also possible to use this feature if you wish to make us aware of an upcoming absence or appointment, but this will need to be done at least 24 hours in advance to allow us to update our system. Alternatively, you can send a note in with your child to school or contact the General Office via phone.

If you are having difficulties with the App or have not yet received any messages from school this year, then please contact the General Office on (028) 91 475340.

On a final note, some of you may be aware that all schools in Northern Ireland will be receiving a new computer system this academic year. This will therefore mean that we will very likely be changing to a different App. We are hopeful that this should make lives easier for parents with pupils in different schools as each will eventually move onto the same platform which will provide some continuity. I will keep you updated over the course of this year as more information becomes available.

If you have any questions, then please share them with us and I will do my best to answer them.

Yours sincerely,

Mr S Robinson

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