

Changes to St Peter's Email Communications

Dear Parent/Carer,

In the coming weeks there will be a small change in the way we send emails home.

What's changing?

Due to circumstances beyond our control, eparent, our current email system is ceasing operation on Friday 15 Feb 2019 and shortly after will be switched off forever, so the school has no choice but to adopt a new system of communication with parents and carers.

How will this affect me?

If there are any emails on eparent which you wish to keep, you should either print them off or save them, as after the switch off they will no longer be available for you or the school to access.

What will replace it?

The school currently uses a Communications and Payment system called School Gateway, which until now has mainly been used as a means of payment for school meals, trips etc. The school have decided to maximise this resource and will now use it for communications home to parents and carers, including all emails, instant messages via the App and text messages.

How will I contact the school?

In practice, there will be minimal change for any parent or carer in the way you can contact the school. The "Contact" tab on the school website will continue to show a link to "email us", this will open a communication page on which you will be asked to provide some information about the student and tutor group before selecting a topic from the drop down menu. Once the email is sent it will be received by the administration team and then directed to the correct department or member of staff.

What do I do next?

Ensure that you have downloaded and registered with School Gateway, and if you have a smartphone please download the App in order to receive instant messages from school, e.g. snow days!

As ever, please can I ask that you advise us of any changes to your personal contact details as soon as possible so that we can keep our systems updated, and can contact you should there ever be an emergency.

If you have any problem registering on School Gateway, please contact the school ICT department who will be happy to help.

Kind regards,

Gary Wills

School Business Manager