

Dear Parent/Carer,

RE: Online Reporting

Due to our continual drive to improve parental engagement and to ensure that we are providing information in a relevant and timely manner, all reports and assessment letters will now be emailed to your school registered email address, as well as being published securely online at www.schoolgateway.com. This will be instead of sending a paper copy home with your child. We will however alert you via our text messaging service, when new reports are available.

As well as keeping a record of your child's reports the system will also show:

- A current and up to date copy of your child's timetable
- Attendance information
- Pupil Premium eligibility questionnaire to help assess whether your child may be entitled to additional funding

The system was recently piloted with a test group of 15 parents and we had an **extremely positive response**. 100% of respondents replied to state that they found the system **easy to use** and that they would be **happy for reports to be published online in the future**. As such we are confident that the system will be a simple way for you to access relevant and up to the minute information on your child, as well as retain a history of past communications you will have received from us.

If, however, you have any major concerns around using the system and would like to speak to someone about obtaining a paper copy of your child's report please telephone 0116 2863722, or contact us through admin@brockington.leics.sch.uk.

Login Instructions

The system is now open for use and the login instructions are as follows:

- Go to www.schoolgateway.com (or click through from the link on the parents section of the school website), or download the app available on both Apple Appstore and Google Play Store.
- If logging in for the first-time (or if you have lost your PIN) please click on New User and enter your school registered email address and telephone number (please contact the school on admin@brockington.leics.sch.uk if you have recently changed either of these so we can amend our records). A PIN number should then be sent to your mobile phone.
- Enter your email address and the PIN you have been issued on the 'Existing User' screen to access the system
- If you have any difficulties logging in please email itsupport@brockington.leics.sch.uk for further assistance.

I do hope that you find this new development supportive and easy to access. The system will allow us to issue reports to you without the delay of copying and issuing to pupils; it will ensure that reports are not 'lost' on the way home and it will secure savings on paper and for the school, making funding available to directly support pupils.

Yours sincerely,

Mr Chris Southall
Principal