

Dear Parent/Guardian

During lockdown, we explained that there would be changes to the way in which we communicate with you. **We are now using an App called School Gateway.** This allows us to send communications and documents securely, safe in the knowledge you will receive them promptly. As I am sure you agree, especially important during this difficult time. Unfortunately, many parents tell us they have not received our letters and text messages, going forward we do not want this to be a barrier or an excuse.

**Our records show that you are not currently registered with School Gateway.** The details on how to get the App are on the bottom of the letter.

If your child is in Year 8-12, you will not have received their annual school report. The only way to access this will be via the School Gateway app, all academic information about your child will be sent via this App.

**You have until Wednesday 23<sup>rd</sup> September to download and register with the app and the over the next week, our Heads of Year will be making contact, offering support in downloading the App or accessing the programme online.**

#### How to access School Gateway:

1. Go to your app store and search *School Gateway* or click below to download the app:

Apple iPhone users: [schoolgateway.co.uk/iosdownload](https://schoolgateway.co.uk/iosdownload)

Android phone users: [schoolgateway.co.uk/androiddownload](https://schoolgateway.co.uk/androiddownload)

2. For the process the work, please ensure that you are using the same email address and mobile number that are held on the school systems. If you need to check or change your contact details, please email [contact@boltonstcatherinesacademy.org.uk](mailto:contact@boltonstcatherinesacademy.org.uk). It is vital that these details are always up to date.

3. Once the system has verified your details, you will receive a text with a four digit PIN.

4. Finally login and you are ready to go!

Yours sincerely



Rachael Lucas  
**Headteacher**

Bolton St. Catherine's Academy  
Stitch Mi Lane, Bolton, BL2 4HU  
T: 01204 332533

E: [contact@boltonstcatherinesacademy.org.uk](mailto:contact@boltonstcatherinesacademy.org.uk)  
[www.boltonstcatherinesacademy.org.uk](http://www.boltonstcatherinesacademy.org.uk)