

Wincham Community Primary School
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Dear Parents and Carers,

How we communicate with you

We use a variety of ways to communicate with parents and allow on-line payments for school meals and trips. When your child first joins us this can seem overwhelming but rest assured, you will quickly get the hang of it all and our friendly office staff are available to help you.



Online Payments for Trips and School Meals

We only accept online payments for school trips and meals. Payments should be made via the online payment platform *Schoolgateway*. You can access it at any time, track how much you have paid, what is outstanding and make payments directly to us using your debit or credit card.

To register for a School Gateway account visit www.schoolgateway.com or download the *Schoolgateway* app, enter the email address and mobile number we have on record for you (your child's number 1 contact) and select the Send PIN button, a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the *Schoolgateway* and view/ make payments. Your card details are not visible or stored in the *Schoolgateway* or school system and all card information is processed by *Barclaycard*.



Messages from School

We use *School Spider* to send smart phone messages and emails to parents and carers, to book parents' evening appointments and to send out permission forms for trips and activities. Please download the free *School Spider* app from either the Google Play store or the Apple App store and follow the online instructions for setting up your account.

We strongly recommend that you download the School Spider app as parents' evening appointments can only be made via the app.

We use Schoolcomms to send texts and emails to parents and carers. We will add the priority contact number and email address for each child to the system. You do not need to download an app as messages will appear in your regular email inbox and as regular text messages on your phone.



Google Forms

Rather than sending home paper permission forms for trips or events we will seek your permission via an on-line google form. You do not need to download an app to access these forms. They will be sent as smart phone messages that you can access via the School Spider app or as emails that will appear in your regular email inbox.