



SANDWELL METROPOLITAN BOROUGH COUNCIL

## The Federation of Abbey Infant and Junior School

Dr. Richard Kentish - Executive Head Teacher - Mrs Jade Yale - Executive Deputy Head Teacher

office@abbey-inf.sandwell.sch.uk office@abbey-jun.sandwell.sch.uk

www.abbeyfederation.co.uk

Dear Parents and Carers

### Improving Links between school and home

At Abbey, we use a system called Schoolcomms, which is an electronic school communication system. This will enable you to receive all your information from school quickly and reliably. We can send letters by email to your inbox and short messages directly to your mobile phone as a text message, or if you have an Apple or Android mobile phone, by app message. We also update our website on a regular basis with all information that is emailed. Further details on where to look for information can be found on the 'Abbey Website Useful Links document' <https://www.abbeyfederation.co.uk/useful-links/>

You will:

- Receive letters more reliably and promptly
- See letters in your inbox like any other email
- Get a short text or app message if we need to contact you urgently

We can:

- Send more letters and information
- Contact you urgently when necessary

### Next steps. This can be completed once your child has been admitted into school:

1. For emails the school will use the email address that we hold for the Priority one and two contact.
2. For text messages the school will use the mobile number we hold for the Priority one contact. To ensure that we have your correct details, please use the attached reply slip.
3. **If you do not have an Apple or Android device, skip to Step 6.**
4. Go to your app store and search for "School Gateway" and download the app.
5. Once downloaded, select the "I'm a New User" button; enter your email address and mobile number that we have on record for you. Select 'Send PIN' and a PIN number will be text to your mobile phone.
6. Log in with your email address and the PIN, your account is now active and you will receive instant notifications of messages in your notifications bar.
7. If you change your contact details please ensure that you let the school know as soon as possible.

Schoolcomms is registered with the data protection act. All information you provide will be kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of school business. You will not receive any SPAM or marketing material.

Yours sincerely

Ms S M Collins  
School Business Director  
Executive Head Teacher's PA

### Abbey Infant School

Maurice Road, Smethwick, West Midlands, B67 5LR Tel: 0121 429 1689



### Abbey Junior School

Barclay Road, Smethwick, West Midlands, B67 5LT Tel: 0121 429 2700



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## Schoolcomms - Improving Links Between School and Home

I give permission for my email address and mobile number to be used to receive information from school.

Text messages will only be sent to the mobile number you choose as priority number one.

Emails can be sent to the two email addresses you choose as priority number one and priority number two.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

### Priority 1

Parent Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Priority 2

Parent Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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