

Parents guide to School Gateway Web

Account activation

Navigate to www.schoolgateway.com

Select the **New user** tab



Select **Send PIN** - your 4 digit PIN will be sent via text message to your mobile phone.

Enter your email address and mobile number that is registered with the school.

You will need this PIN number each time you log in so keep it safe!

Logging in

Navigate to www.schoolgateway.com



Enter your email address and PIN number

Once you have logged in you will be directed to the **Home** screen

The children you are linked to will be displayed

Attendance

To view your child's attendance data select the Attendance icon from the Home page or icon from the toolbar

It will highlight in red, any unexplained absences for your child/children.

Schoolgateway Welcome, Matt Warburton | Change PIN | Sign Out

Home > Amy Coulson (7D) - Attendance

Attendance
Attendance data from: 1 September 2015 to 15 January 2016

Attendance:	89.9%
Explained Absences:	3.8%
Unexplained Absences:	6.3%

Green Abbey High School

ADVISE OF FUTURE ABSENCE

15 January 2016 Morning	EXPLAIN
14 January 2016 All day	EXPLAIN
13 January 2016 All day	EXPLAIN

SCHOOL GATEWAY APP - NEW FEATURES...
You can now make payments via School Gateway app. Download from your app store.

Available on the App Store | Google play

To explain an unexplained absence click Explain, next to the absence.

EXPLAIN ABSENCE

TO: Support: Matthew's Green Abbey School

Amy Coulson (7D) was absent on 15 January 2016 because << reason >>

SEND

Click into the white box and type the explanation - be sure to include the name of your child/children and the date(s) of the absence.

If you have more than one absence to explain, include all dates of any absences that need explaining in your message.

Click **Send** to send your explanation to the school.

If you need to let the school know of any future absences, select the Advise of future absence button

Schoolgateway
Welcome, Matt Warburton | Change P/B | Sign out

Home > Amy Coulson (7D) - Attendance

Attendance
Attendance data from: 1 September 2015 to 15 January 2016

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Available on the **App Store** | **Google play**

Click into the white box and type in the details of the absence, including your child's name, date of absence and reason for absence

ADVISE FUTURE ABSENCE

TO: Support: Matthew's Green Abbey School

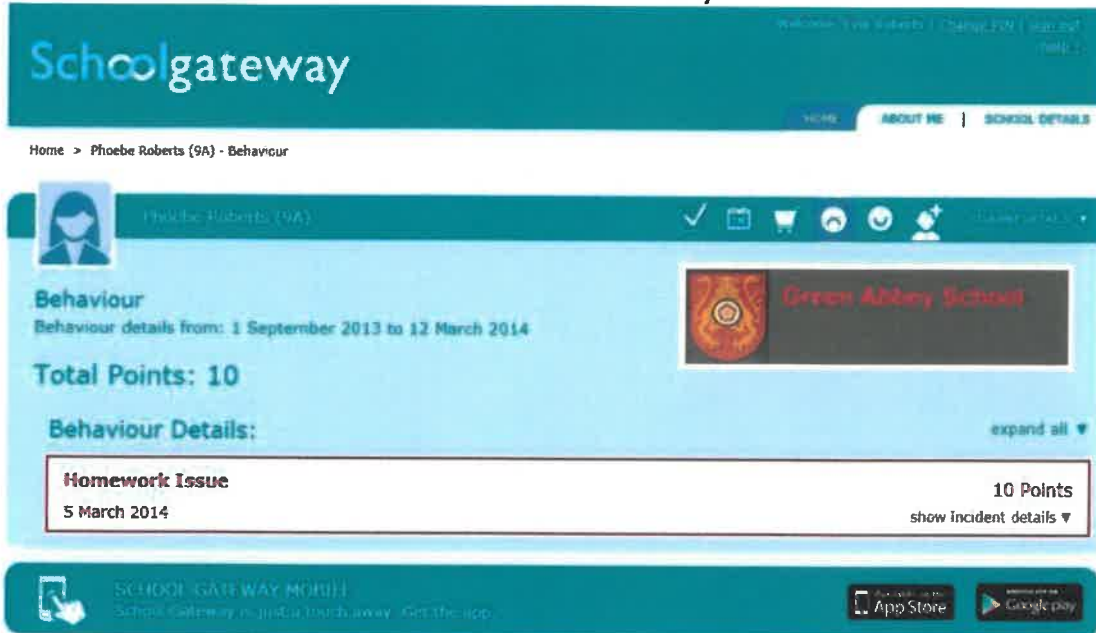
Amy Coulson (7D) will be absent on << date >> because << reason >>

SEND

Click Send to submit the information to the school

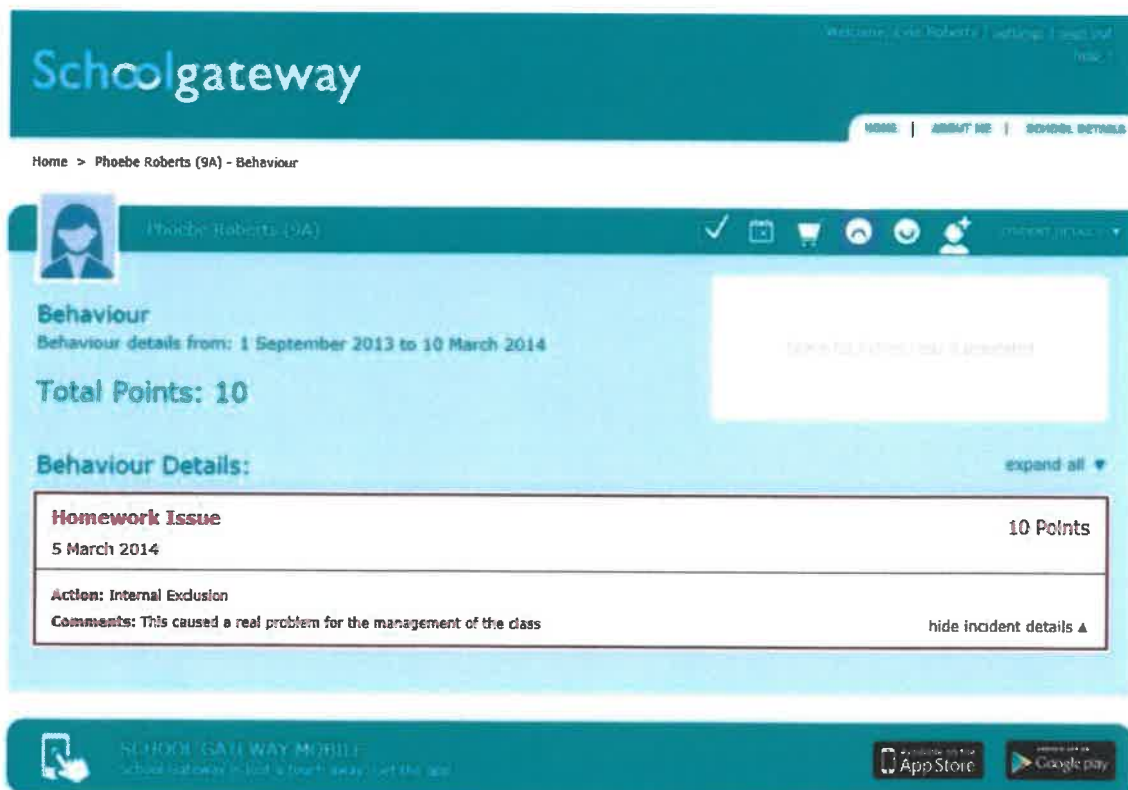
Behaviour

To view any new or past behaviour incidents recorded by the school for your child select the Behaviour icon on the Home menu or in the toolbar in any of the screens



New behaviour incidents will be highlighted in red

To view more details about the behaviour incident click the **show incident details** drop down arrow under the relevant behaviour incident



If there is more than one incident showing, you can view the details of all incidents by selecting the **Expand all** drop down arrow

Achievement

To view any new or past achievements your child has received select the Achievements icon on the Home menu or in the toolbar in any of the screens

Schoolgateway

Home > Phoebe Roberts (SA) - Achievements

Achievements
Achievement details from: 1 September 2013 to 10 March 2014

Total Points: 35

Achievement Details: expand all ▼

Musical Activity 5 March 2014	10 Points show achievement details ▼
Excellent Effort 5 March 2014	15 Points show achievement details ▼
Extra-curricular Activity 5 March 2014	10 Points show achievement details ▼

Download the Schoolgateway mobile app from the App Store or Google Play.

New achievements will be highlighted in Orange

To view more details about the achievement click the **show achievement details** drop down arrow under the relevant achievement

Schoolgateway

Home > Phoebe Roberts (SA) - Achievements

Achievements
Achievement details from: 1 September 2013 to 12 March 2014

Total Points: 35

Musical Activity **10 Points**

5 March 2014

Comments: For brilliant progress with her Clarinet lessons hide achievement details ▲

Excellent Effort **15 Points**

5 March 2014

Comments: Expressed great enthusiasm in school's class hide achievement details ▲

Extra-curricular Activity **10 Points**

5 March 2014 show achievement details ▼

Download the Schoolgateway mobile app from the App Store or Google Play.

To view the details of all achievements listed select the **Expand all** drop down arrow

Pupil Premium

Pupil Premium is one of the main ways that the Government funds schools.

Your child/children may be eligible for Pupil Premium, click **Start** to complete the questionnaire and find out if your child/children qualifies.

Details of the answers you give will not be shared with anyone. If your child/children are eligible, the school will be notified with the name of your child/children and then the school can apply for extra funding. They will not be told what the eligibility is based on.

Schoolgateway

Home > Pupil Premium

Pupil Premium

One of the main ways the Government funds schools is through "Pupil Premium". If you qualify the school could get an additional £1900 every year to improve the education of your child.

You must apply for the school to get this funding. Answer these questions to find out if you qualify. None of your answers are shared with the school, only the end result.

Start

SCHOOL GATEWAY MOBILE
School Gateway is just a touch away. Get the app.

Available on the App Store

GET IT ON Google play

About Me

To view the contact details the school holds for you, select the **About Me** link on the menu at the top of the screen

If any of your details are incorrect you can inform the school by clicking the **Change Details** button

CHANGE DETAILS

TO: Green Abbey School:

SEND

Click into the white box and enter your up to date details, to submit these to the school click **Send**

School Details

The School Details screen will show information about the school, including their website.

The screenshot shows the Schoolgateway app interface. At the top, there is a teal header with the 'Schoolgateway' logo on the left and a user profile on the right showing 'Welcome Matt Warburton | Change PIN | Sign out'. Below the header is a navigation bar with buttons for 'HOME', 'PAYMENT HISTORY', 'ABOUT ME', and 'SCHOOL DETAILS'. The main content area displays two school details cards. The first card is for 'Support: Matthew's Green Abbey School' and includes a 'Website: www.SchoolWebsite.sch.uk' and 'Details: Not provided'. To the right of this card is a logo for 'Green Abbey High School'. The second card is for 'Support: Matthew's Waters Edge School' and also includes a 'Website: www.SchoolWebsite.sch.uk' and 'Details: Not provided'. At the bottom of the screen, there is a banner for the 'SCHOOL GATEWAY APP' with 'NEW FEATURES...' and a note that users can now make payments via the app. It also features 'Available on the App Store' and 'GET IT ON Google play' logos.

Changing your PIN

If you would like to change your PIN number go to **Change PIN** in the top right corner of the screen

The screenshot shows the 'Change your PIN number' screen in the Schoolgateway app. The screen has a teal header with the 'Schoolgateway' logo and a user profile on the right. Below the header is a large light blue box containing the 'Change your PIN number' form. The form is titled 'Change your PIN number' and has three steps: 'Step 1: Enter your current PIN' with a 'Current PIN' input field; 'Step 2: Enter your new PIN (twice)' with 'New PIN' and 'Confirm new PIN' input fields; and 'Step 3: Click 'OK' to make the change.' with an 'OK' button at the bottom.

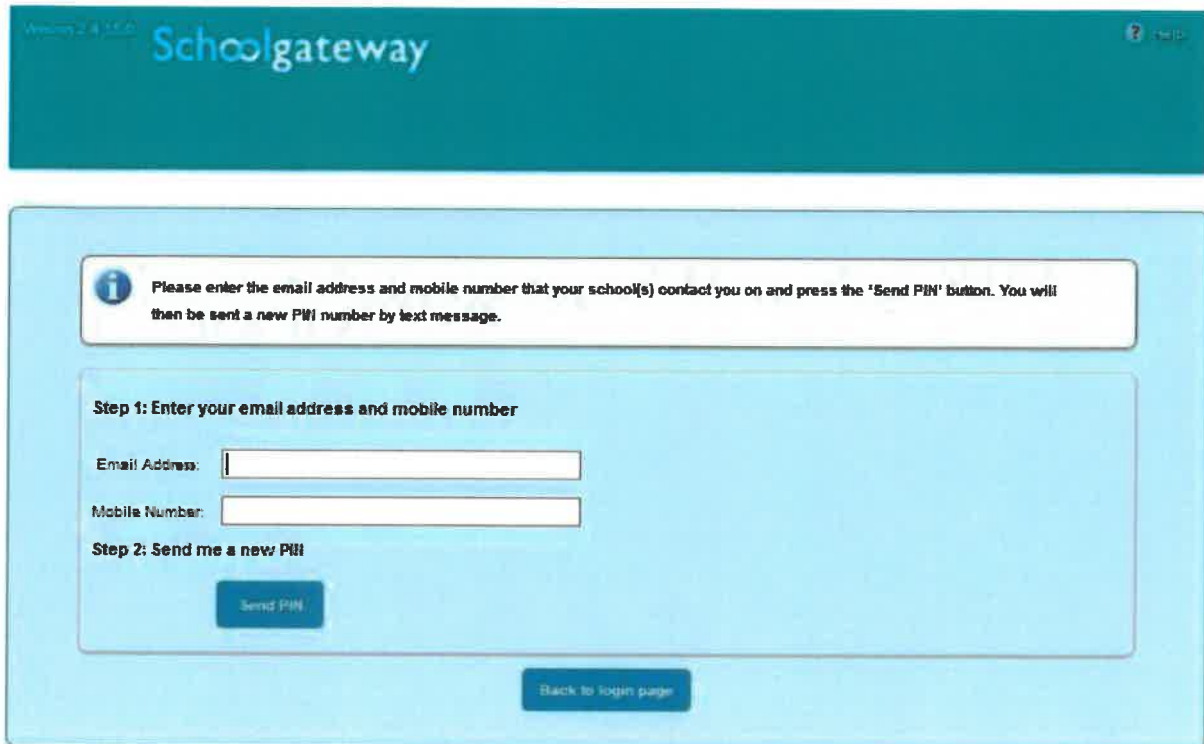
Enter your current PIN

Enter your new PIN and again to confirm it

Select **OK** to save your new PIN

Resetting your PIN

To reset your PIN, select the **Forgotten your PIN** link on the login screen



The screenshot shows the 'Forgotten your PIN' form on the Schoolgateway website. At the top, there is a teal header with the Schoolgateway logo and a version number 'Version 2.4.15.0'. Below the header, there is a light blue box containing the form. At the top of this box is an information icon and a message: 'Please enter the email address and mobile number that your school(s) contact you on and press the 'Send PIN' button. You will then be sent a new PIN number by text message.' Below this message, there are two input fields: 'Email Address:' and 'Mobile Number:'. Below the input fields, there is a 'Send PIN' button. At the bottom of the form, there is a 'Back to login page' button.

Enter your email address and the mobile number that is registered with the school and select **Send PIN**

A new PIN will be sent by text message to your mobile phone