

## **Instructions to register your School Gateway account.**

Dear Parent/Carer

To enable you to receive messages from Bullers Wood School, and for you to be able to pay for school visits/trips or school events/offers, and for your child to be able to purchase food/drink at Bullers Wood School, you must be registered on School Gateway.

**Please download the School Gateway app by following the instructions below. The set-up process is simple and will take no more than a couple of minutes:**

1. Search for "School Gateway" in the Apple App Store/Google Play, or on your phone go to [www.schoolgateway.com/apple](http://www.schoolgateway.com/apple) (Apple) or [www.schoolgateway.com/android](http://www.schoolgateway.com/android) (Android)
2. Install the app and if you are asked then say yes to "Allow Push Notifications"
3. When you launch School Gateway for the first time, please select "Sign Up" and enter the email address and mobile telephone number you have registered with the school
4. The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you

As soon as you have got the system set-up, all of the text messages we send you will appear in the app; you'll receive notifications/alerts as normal.

If you have recently changed your email address or mobile telephone number, please let us know so we can update our records. Thank you for your help.

School Office

