



Dr Richard Marshall – Head Teacher  
Royal Greenwich Trust School, 765 Woolwich Road, London, SE7 8LJ  
T: 020 8312 5480 E:[info@rgtrustschool.net](mailto:info@rgtrustschool.net) W:[www.rgtrustschool.net](http://www.rgtrustschool.net)

Dear Parents/Carers

At the Royal Greenwich Trust School, we would like to communicate with you about your child as effectively as possible. We are introducing a new app, where you will be able to receive and send messages and view your child's attendance and timetable.

Once you installed the app, you will receive the messages there or you will receive a text message from our school.

Please follow these instructions below to download this smartphone app.

**Improved text messaging system – and you can help the school save money**

From time to time, we send information to parents via text message to your mobile phone. A new, free, smartphone app for parents is now available for download called 'School Gateway' for Apple (iOS 8 on the iPhone 4S or later, iPad, iPod Touch) and Android (4.0 / Ice Cream Sandwich or later) devices.

**Please could you download this new app to your phone** (it's free) as it will help us improve communication with parents – and save the school money.

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\(Android\)](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 *'New User'* 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've 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've recently changed your email address or mobile telephone number, please let us know on **02083125480** so we can update our records.

Kind regards

Mr Peter Martin  
Director of Learning

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