



Dear Parent/Carer,

We have introduced a booking system for key worker / vulnerable children attending school on the School Gateway app.

This will enable you to book in the days you will need your child/ren to attend school.

It is important that you book your child's sessions in advance.

The system is simple and easy to use; all you need to do is follow the steps below.

1. Open the School Gateway app
2. Select the 'clubs' tab
3. Select 'key worker / vulnerable pupil register'
4. Select 'make a booking'
5. Select the dates you would like your child/ren to attend school
6. Click 'book'
7. To view your bookings go back and select the 'view bookings' option

Please book your sessions as far in advance as possible.

If you need to cancel or change a booking, you can contact the school office on **01942 243582**.