



Lodge Farm Primary School  
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*“Learning in mind, community at heart”*

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Headteacher: Helen Turner

Dear Parent / Carers,

School Comms/School Gateway

Our school uses School Gateway, which is a parent engagement software, to make sure our parents are as closely involved with their children’s school lives as possible.

All school related communication, newsletters, club bookings, school meal and trip payments, go through School Gateway – it is the central hub of information for our parents – so to stay up to date with what’s going on at school make sure you download the app for free. Just search *School Gateway* in your App store and download.

Your login details will be automatically generated using the contact information you give us on the On-Line Pupil Collection Form, so please make sure the details we hold for you are always up to date. You can check and change these details by sending an email to [admin@lodgefarm.herts.sch.uk](mailto:admin@lodgefarm.herts.sch.uk).

Please do allow us time to process your information before you try to download the School Gateway App.

If you have any questions or would like some more information, please see the School Gateway site here: <https://schoolgateway.co.uk/>.

You can also login to the online version of School Gateway via this site if you do not have a smart phone, although we do recommend using the app if possible as it makes it far easier to get hold of parents when we need to.

We use School Comms / School Gateway only for the purposes described above. General Data protection regulations require School Comms/School Gateway to adhere to a number of key principles with regards to your data. For their Privacy Notice please go to <https://schoolcomms.com/schoolcomms-and-gdpr/>.

Kind Regards,

Helen Turner  
Headteacher