



September 2016

Dear Parents/Carers

Online Payment System

We would like to encourage all our parents to use our online payment system - 'School Gateway'. This means that you will be able to make online payments via the School Gateway for school meals/residential trips and childcare payments via a smartphone app or website. You will also be able to view school meal balances and top them up at any time.

We will notify you by text or email when new items such as school trips or tickets for events are available for payment on School Gateway. You will also be able to give online consent, where required, for your child to take part in activities.

Aside from saving the school time and money on administration, School Gateway will also make it easier for parents to pay any time 24-7 and reduce the amount of cash being carried by children on school premises.

What you need to do now –

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

📱 **Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.

OR

📱 **Visit the website:** www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system.

We hope that you will find School Gateway to be a fast and easy way to pay for school items.

Yours faithfully

Mr Rob Litten
Executive Headteacher