



Dear Parents/Carers

### **YOU CAN PAY FOR SCHOOL ITEMS ONLINE**

You can make online payments to school via instant bank transfer, credit or debit card.

'School Gateway' enables you to make online payments via the 'School Gateway' app or website for school meals (you can view school meal balances and top them up at any time), uniform and school trips.

#### **What you need to do now**

**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 you can send app messages to school for FREE - **this will also save the school money when we send text messages.**

#### **OR**

**Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User' and enter your email address and mobile telephone number (these must be the same ones that you have registered with school). You will receive a text message with a PIN number. Use this PIN to login to 'School Gateway'. As soon as you have got the system set up, you will be able to pay money to school online rather than sending cash.

We will notify you by text or email when new items are available for payment.

**Parents/Carers of Nursery children** - Please note that you will only be able to register/activate your 'School Gateway' account once your child has officially started Nursery. Prior to this, uniform and school meals can be paid for by cash at Reception.

#### **Can't activate your account?**

If you are having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please contact the school and we will 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.

Mrs Winnard

Headteacher