



27th February 2017

Dear Parents/Guardians

Paying money to the school online is simple and easy

With effect from Monday 6th March 2017 we are adding 2 new modules to our **School Gateway App**, and you will be able to make payments online to the school for things like dinner money, and school trips. Paying for school items online is quicker and easier for you, safer for children and more efficient for the school. You will also be able to book and pay for our Breakfast club.

You will be able to continue to make payments and bookings at the School Office up to **31st March 2017**. With effect from **1st April 2017 we will no longer accept** cash and cheques for Dinner Monies, School Trips and Breakfast Club. All payments can be made using the School Gateway by Instant Bank Transfer.

The system is called School Gateway – and it’s already available now for you to use for Attendance, Achievement and our messaging service, providing you have registered an up to date e mail address and mobile telephone number with the School. If you are already using the Gateway App, then the 2 new modules will be visible to you without you making any changes. However, if you are not yet registered, please follow the instructions below:

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’ve recently changed your email address or mobile telephone number, please let us know so we can update our records.

Thank you

School Office

Update your mobile and/or e mail below if required.

Child’s Name.....Class.....

Parent’s Name.....

Mobile Number.....

E Mail.....

