

June 2016



Dear Parents/Guardians

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

I'm pleased to advise that we've introduced a new service - 'School Gateway'. This means that you will be able to make online payments for any trips via the School Gateway smartphone app or website. It will also be possible to pay for school lunches in the same way from September 2016.

We will notify you by text or email when new items such as school trips 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**

Ensure that you have provided an email address and a mobile telephone number to the school. Without these you will not be able to register.

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](http://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.

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

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

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 sincerely

**SUE GILL**

Finance Officer