



# SCHOOL GATEWAY

## Information

### HOW TO USE OUR ONLINE PAYMENT SYSTEM

#### SCHOOL GATEWAY ONLINE PAYMENT SYSTEM FOR PARENTS

We operate a cashless office and use School Gateway for payments. This is an online payment system for parents to pay via instant bank transfer, credit or debit card via the School Gateway 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 makes 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. These must be the same details that school holds on record for you.

**Please note: you will not be able to access your account until your child starts at the Junior school.** This is because, for data protection reasons, we cannot store your contact information on our system until your child is on our school register.

Don't worry, your child may still start having school meals from day one, and you will be able to pay once your account is activated.

#### 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: <http://www.schoolgateway.com> and click on 'New User'. You'll receive a text message with a PIN. Use this PIN to log into School Gateway.

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

