



Headteacher: Mrs K. Ayres

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6th November 2018

Dear Parents and Carers,



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

I'm pleased to advise you that we have introduced a new service - 'School Gateway'. This means that you will be able to make online payments via the School Gateway smartphone app or website. This is the first step of our move towards becoming a cashless school.

We will notify you by email when new items such as school trips or 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 school activities.

Please note unless you have registered for the online payments, you will still need to pay by cash/cheque for school lunches (ISS) and external club providers (judo, football, etc). These payments should be sent to school in a sealed envelope, clearly addressed to the provider.

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.

What you need to do now

Activate your School Gateway account. It's quick and easy to do. All you need is 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 if 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 e-mail and mobile phone number on record. Therefore, please amend your details via the previously notified SIMS Parent App (for further information please go to <http://simspublications.com/355799/>).

We hope that you will find School Gateway to be a convenient and easy way to pay.

Yours faithfully,

Mrs K. Ayres
Headteacher