



Dear Parents/Guardians

Payments to School

Payments for dinner money and school trips should be paid through the School Gateway App on your phone or you can create an account online using a computer. Please follow the instructions below:-

The set-up process is simple and will take no more than a couple of minutes:

Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to www.schoolgateway.com/apple (Apple) or www.schoolgateway.com/android (Android)

Install the app and if you are asked then say yes to "Allow Push Notifications". If you haven't got a phone you can set up an account using a computer go to www.schoolgateway.com or go to the link on the school website homepage.

When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school – they must be the same as the ones the school have recorded for you. If they have changed please let us know so they can be amended before you register.

The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.

As soon as you've got the app set up you will be able to make payments online, you will be able to see your balance remaining if you have paid for school lunches and you will receive messages from school. There is a minimum payment of £11.50 for lunches which is 5 days, however you can pay for lunches in advance and the credits will not disappear until you have used them. School lunches should still be paid for in advance on a Monday for the whole week, otherwise you will receive a text.

The only exception to the rule is Parent Lunch you can still fill in an order form and pay for these at the office.

Thank you for your help and if you have any problems please see one of the admin staff in the office.

Mrs S Ricketts
Headteacher