



**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**Cudworth Churchfield Primary School**

Snydale Road, Cudworth, Barnsley S72 8JR

Headteacher: Mrs LY Gray BA QTS (Hons)

Tel: 01226 710523 - Fax: 01226 780935

Email: [y.gray@churchfieldschool.org](mailto:y.gray@churchfieldschool.org)

Dear Parents/Carers

### **Dinner money**

I'm pleased to advise that we've introduced a new service - 'School Gateway'. This means that you can pay for school dinners online and keep track of your balance.

Due to transaction fees levied toward school, the minimum amount you can pay is £8.75 which is 5 days dinner.

Please note if you have more than 1 child at school you can see all children's details under one account.

### **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 you can message the school for FREE – this will also save 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.

**If you're having trouble logging in, it may be because school doesn't have your current email and mobile phone number on record. Please call school and we'll update the details on the system.**

Please see below step by step guidance of how you can pay dinner money through the website from Monday 27<sup>th</sup> August.

1. When you login to the school gateway website please click on the tile that says Lunch Money.
2. It will then take you to a page showing your child's current balance and transaction history. To make a payment please click 'Top Up Lunch Money'.
3. Click the 'Add' button next to 'School Dinners 2018/19' and type in the amount you wish to pay.
4. Click 'Add to Basket, then 'View Basket'. That will take you to the payment summary page where you need to click 'Checkout'.
5. You will then be given the option of either paying via bank transfer or credit/debit card.

Should you need any help please don't hesitate to contact me in the school office when school reopens on Tuesday 4<sup>th</sup> September.

Yours sincerely

*J Shephard*

Mrs J Shephard  
Office Manager