



13th August 2020

Dear Parent/Carer

Use of School Gateway for Online Payments – New Intake

As from the beginning of September 2020, there is now the opportunity to pay via the school Gateway app any school payments which are necessary.

We envisage the first use of the package to be for on-line payments for our cashless catering. In subsequent months we hope to use 'School Gateway' to facilitate all payments to school. However, parents/carers will, of course, still be able to make payments by cheque through student use of the drop off boxes in school, as is currently the case.

The only parent/carer who will be able to access School Gateway is the one who is set as the 'first priority' in SIMS (our School Information Management system/database). Thank you for recently completing a data checking sheet for your child. The accuracy of the following points must be ensured for the system to work effectively:-

- The parent/carer must be set as priority 1 parent in SIMS
- The mobile number used for the account must match SIMS exactly
- The email address used for the account must match SIMS exactly

Please do ensure that you inform us of any changes to contact and priority details at your earliest convenience as School Gateway use relies on accurate and up to date parent/carer details being held in school.

If you would like to take this opportunity to make payments using School Gateway, please simply search School Gateway App in your App Store as detailed below –

Apple iPhone users, download the app here: schoolgateway.co.uk/iosdownload

Android phone users, download the app here: schoolgateway.co.uk/androiddownload

If you have any questions or would like further information, please see the School Gateway site <https://schoolgateway.co.uk>. You can also login to the online version of School Gateway via this site if you do not have a smart phone, although we do recommend using the app if possible, as this will make it a good deal easier for us to contact you should the need arise.

Yours sincerely,
Paula Williams
Headteacher