

## The School Gateway – an easy way to pay!

The School Gateway is a parent portal (app and website) that provides a single point of contact that allows parents to:

- Select make meal choices and pay for school lunches
- Make bookings at breakfast, after school and holiday clubs
- Make payments for school visits and extracurricular clubs
- Send and receive messages and payment request

The Gateway will enable you to make bookings and payments (via Instant Bank Transfer) online and by smartphone app.

We would also suggest that you put our unique Schoolcomms SMS number into your mobile (+441777322016) as this is the number you will see when you receive your Schoolcomms text messages from us).

In order to activate your School Gateway account you will need your email address and mobile number.

- 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.

AND



- 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.

**NB:** It is important that you remain logged in on the app to enable you to receive messages from school. You also need to ensure you "allow notifications" for the app in your phone settings.

**If you have trouble logging in, it is most likely to be due to school not having your current email and mobile number on record. Please call at the school office to update your details on our system.**

### Bookings and Payments

Please ensure that all bookings of school meals, breakfast and after school clubs are made sufficiently in advance of when you need them.

### Cancellations

All cancellations **must** to be made through the school office.

**Cancellations are unable to be made via the School Gateway.**

We hope that you will find the School Gateway an easy way to keep up to date with your bookings and payments.