September 2023

Dear Parent/Carer

**You can make online payments to school for \*school meals, snack payments, trips etc.**

You are now able to make online payments via the ‘School Gateway’ smartphone app or website. You will also be able to view school meal balances and top them up at any time.

Aside from saving the school time and money, School Gateway will also make it easier for you to pay at any time and reduce the amount of cash being carried by children on school premises.

**What you need to do once your child has started school**

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 an Apple or Android supported smartphone, please download School Gateway from your app store (Apple App Store and Google Play.)

You can pay for school lunches by Instant Bank Transfer. Nursery Plus lunches are currently £1.25 per day. (Please note - \**only children in Year 5 and 6 - £2.50 per lunch*) and snack payments, **£15.00** per term/or £45.00 for the year *(this applies to Nursery/Reception/Year 1 and 2 only).* If you wish to make a payment on the app via Instant Bank Transfer you must first fill in an Instant Bank Transfer mandate on the School Gateway website ([www.schoolgateway.com](http://www.schoolgateway.com)).

**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 login to School Gateway.

**Can’t activate your account?**

If you’re having trouble logging in, it may be because the school doesn’t have your current email and mobile phone number on record. Please call the school office on 01244 550838 (Ms Graham) to update the details on our system.

We hope that you will find School Gateway to be a fast and easy way to pay for school items.

Yours faithfully

Mrs A Stephens

Headteacher