



Dear Parents,

We are pleased to advise you that we are using a service called 'School Gateway'. This will enable you to make online payments via the School Gateway, Smartphone app or website along with receiving letters and messages via email.

We will email you when new items such as school trips or tickets for events are available along with reminders and information. You will also be able to give online consent, where required, for your child to take part in activities, although for residential trips we will still require a signed consent form.

As well as saving the school time and money on administration, School Gateway makes it easier for parents to pay, any time of day or night, and will reduce the amount of cash being carried by children on school premises.

What you need to do now

Activating your School Gateway account is quick and easy to do, all you need is your email address and mobile number. **The school also needs this information so please provide it on the slip below if you have not already done so.**

- **Download the app:** If you have a Smartphone, please download School Gateway from your app store (Android or iPhone). The app shows the same information as the website.
- 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 log into School Gateway.

If you are having trouble logging in, it may be because the school does not have your current email and mobile phone number on record.

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

Yours faithfully

Mr P Hurst.
Headteacher

Please amend my contact details to enable me to use school gateway.

Pupil Name			
Primary contact name			
Mobile Telephone			
Email Address			
Signature		Date	

Please return to the Finance Office.