

Dear parents,

Our school uses a messaging and payments system called "School Gateway" run by a company called Schoolcomms.

We will be sending you messages via email. If you have a smartphone, both you and the school can save money when you download the School Gateway App from your App Store (android and iPhone).

School Gateway will make it easier for you to make payments for trips, hot lunches etc and will also reduce the amount of cash being handled by the children and the school. The school will receive the lowest transaction charges for payments made by Instant Bank Transfer, typically less than half the debit card fee. You can opt to pay by debit or credit card but these methods attract a much higher charge to the school. Instant Bank Transfer is fast and easy to set up and the payments will be protected by the Direct Debit Guarantee Scheme offered by all banks and building societies. We would therefore politely ask that you use Instant Bank Transfer whenever possible.

### What you need to do now

Activate your School Gateway account. To do this, you will need the mobile number and email address you have supplied to the school for contact purposes.

### Either: Download the app onto your phone

**Or: Visit the website [www.schoolgateway.com](http://www.schoolgateway.com) and click on "New User". You will receive a text message with a PIN number. Use this PIN to log into the School Gateway.**

If you encounter difficulties logging in, then this will be because the school does not have your up-to-date details. In this event, please call the school office.

We hope that you will find the system to be fast and effective.

Yours sincerely,



**Mrs K Price  
Headteacher**



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Respect

Love

Resilience

Trust

Integrity

Belief

