

**"Success is built on teamwork" - "Llwyddiant yn ei adelladu ar waith tîm"**

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Yr Highway  
Penarlâg  
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Dear Parent/Carer

### Online payments to school – Trips

I am pleased to advise that we have introduced a new service which allows you to pay for school organised trips, school ties and, in the near future will also allow you to top up your child's meal account so that they can use this money in the school canteen. The service which is provided by a third party is called 'School Gateway'. You will be able to make online payments via the School Gateway smartphone app or website.

We will notify you by text or email when new items such as school trips are available for payment on 'School Gateway'. You will also be able to give online consent, where required, for your child to take part in activities.

'School Gateway' will make it easier for parents to pay anytime and reduce the amount of cash being carried by children on school premises. We would encourage all parents to use this new system as we will cease accepting cash or cheques in due course.

### What you need to do now

Activate your 'School Gateway' account. It's quick and easy to do, all you need is your email address and mobile number that we hold on record for you. You have two options:

- **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 PLUS it saves the school money when we send you a text message.

OR

- **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'.

If you are having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call or send a note to the school office and they can 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. We will be sure to let you know when more items become available through 'School Gateway'.

Please note that 'School Gateway' is in no way connected to the 'Hawarden Learning Portal' to which some parents are subscribed. You will need separate usernames and passwords for each.

Yours sincerely



Mrs S Sant  
Business Manager