

September 2021

Dear Parent/Carer



Online payments to school

The school uses an online service which allows you to pay for items such as school trips and school ties and enables you to top up your child's account so that they can use this money in the school canteen. This service is provided by a third party called 'School Gateway'. You can make online payments via the 'School Gateway' smartphone app or website.

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

'School Gateway' makes it easy for parents to pay anytime and eliminates the need for children to carry cash on school premises. The school is no longer able to accept cash or cheques.

What you need to do

Activate your school Gateway account. It's quick and easy to do, all you need is your email address and the mobile telephone 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 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 address and/or mobile telephone number on record and you will need to contact the school office so that your details can be updated on our system.

Please note that 'School Gateway' is not connected to the 'Hawarden Learning Portal' to which some parents are subscribed. Separate usernames and passwords are required for each.

Yours sincerely

Mrs S Sant
Business Manager