

3rd October 2017

Dear Parents

Re: Online Payment and Cashless Catering Systems

At school, we have decided to use *Schoolcomms* to offer you an online payment method which puts you in control. You can access it at any time, track how much you have paid, what is outstanding and make payments directly to us using instant bank transfer, as this is the cheapest option, or alternatively your debit or credit card. Preferably all payments should be made online but in exceptional circumstances we are able to accept cash or cheque payments. Please note that for school meals the system will only accept a minimum online payment of £10.

Getting started

You will need to register for a School Gateway account from www.schoolgateway.com before we go live on Monday 30th October. You will need to enter your email address and mobile number we have on record for you. Please contact Mrs Marchant in the school office if you are unable to register.

When you have entered your email address and mobile number, select the Send PIN button, a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway and view/ make payments. 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 you can send app messages to the school for FREE – this will also save the school money when we send text messages.

Payment requests

When there is money owing to school by you, we can set up payment requests and you will be notified by email that there is a payment request available. Simply log in using your email address and your PIN number, select the payment request(s) you wish to fulfil and follow the Wizard through to pay.

Convenient

You can give your consent for trips online, saving you the need to fill out permission slips and write notes into school about trips. When a trip is due you will be sent an email to let you know that you need to log in to the school gateway and give your consent, it's as easy as that.

You can see a record of the payments that you've made and receipts are sent to your registered email address for all transactions you make. You will be able to see your current meal balance. The new system removes the need to send money into school with your child, removing the chance of money going astray, making it convenient for you to pay when it suits you, from anywhere at any time of day or night.

Secure

Your card details are not visible or stored in the *Schoolcomms* or school system. All card information is processed by Barclaycard. You log in using the email address registered with the school and with your PIN number.

If you have any questions about this, please contact us at the school. The designated person looking after your queries in school is Mrs Marchant.

Kind regards,

Mr C Andrew
Headteacher