



*St Francis of Assisi Voluntary Aided
Church of England Primary School*

“Live, love and learn together in the light of Christ.”

School Comms/School Gateway – Online Payments and Email System

Dear Parents/Carers,

You can now make online payments to school via instant bank transfer, credit or debit card and letters will be sent to you via email rather than as a paper copy.

I'm pleased to advise that we've introduced a new service - 'School Gateway'. This means that you will be able to make online payments via the School Gateway smartphone app or website. We will notify you by email when new items such as school trips or tickets for events 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.

Aside from saving the school time and money on administration, School Gateway will also make it easier for parents to pay any time 24-7 and reduce the amount of cash being carried by children on school premises.

What you need to do now:

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

- **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.

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're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. This may be because you have not completed your child's annual consent forms that were sent home in July 2018 or you have not provided us with an email address with your records.

The school does not currently subscribe to the text message system due to the cost involved so if you send us a message through the system, it will be received as an email and we will endeavour to reply as soon as we can. **(Please look after your PIN and keep logged in if using the app as the school is charged each time you request a new PIN!)**

We hope that you will find School Gateway to be a fast and easy way to pay for school items and to be notified of letters and information about the school. Copies of letters will still be available from the school office, will be on the school website www.stfrancispri.org.uk and on the school's FaceBook page.

Kind regards.

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