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**Head Teacher:** Miss T. Challenor

16<sup>th</sup> July 2024

Dear Parents/Carers

### **School Gateway – Parents App**

By September 2024 all parents **MUST** have registered for the School Gateway App. This will be the only way for Parents to pay for School Dinners/Clubs and Trips. The School Office will NO LONGER accept cash as payments for these items. We are currently working on setting up the same system for paying for items of uniform. Watch this space!

Once the School Comms system has been activated at the start of the new academic year any children attending clubs- Breakfast Club or the Dove Club will need to be **booked into** those clubs in advance using the App.

Parents will need to login to the School Gateway :

### **Clubs**

1. Click on clubs
2. Choose appropriate club
3. Make a booking
4. Select day or days you wish your child to attend (you can book as many as you wish/weekly/monthly or termly – but these must be paid for)
5. Click Book
6. These will then go into the basket and you must checkout at the same time. At this point the App will ask parents to PAY NOW.

**You cannot book a child into club without paying. You cannot pay without choosing the appropriate club and the selected days. You MUST book and pay in advance for all clubs.**



Please visit the link below for a more comprehensive guide

<https://support.parentpaygroup.com/hc/en-gb/articles/16183990634129-School-Gateway-Clubs-guide>

### **School Dinners**

Paying for school dinners

1. Open School Gateway
2. Choose Lunch money
3. Top Up Balance – you will also be able to see any Credit balance held for your child in this field.

Parents **MUST pay in advance** for all dinners. No Debt will be allowed.

### **Trips**

Please check the App for any up and coming Trips – Parents will still receive letters giving details of the trip but will only be able to pay using the App. Consent can also be given on the App – so no need to return the slip to school.

### **Payments**

SCHOOL COMMS will also give you the option of seeing any transactions and payments you have made to the school for either Dinners, Clubs or Trips.

Please contact the school office if you have any issues in downloading or registering for School Gateway.

Yours sincerely

Mrs M E Taylor

Office Manager

