

# Hawthorn Community Primary School

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1<sup>st</sup> February 2018

Dear Parents / Carers

## **You can now make online payments to school via instant bank transfer, credit or debit card**

I am pleased to advise that we are extending the service currently offered by the School Gateway app. Some parents are already using this app for receiving messages from and sending messages to the school.

With immediate effect, you are now able to make online payments via the School Gateway smartphone app or the School Gateway website.

We will notify you by text or email when activities relating to your child are available for payment on School Gateway. Such activities may include school trips, music lessons, pantomime tickets, fruit (Key Stage 2) and clubs. You will also be able to give online consent, where required, for your child to take part in activities which have a related cost.

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:

- **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 School Gateway website PLUS you can send app messages to the school for FREE. It also saves the school money when we send you text messages which will be sent through the app FREE OF CHARGE to the school. Install the app and if you are asked then say "yes" to "Allow Push Notifications". Please select 'New User'.



**OR**

- Visit the website: [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'.

**All you need to activate your account are your email address and the mobile number that school holds on record for you.** Once you have entered this information you will receive a text message with a PIN number. Use this PIN to log in. 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 contact the school and 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.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julie Clubley', written in a cursive style.

**Julie Clubley**  
Headteacher