

Headteacher - Ms E Ellis BA, MA

June 2021

Dear Parent/Carer,

School Gateway - Payments online

School Gateway is used for paying for school lunches, trips etc.

To use this payment method you will need to take the following steps:

1. Please ensure the school has an accurate record of your email address and mobile phone number. School Gateway will use these details to create your account. You will receive notification from the School when you can register for a School Gateway account.

2. Once you have received this notification, search for "School Gateway" in the Apple App Store/Google Play or on your phone go to <u>www.schoolgateway.com/apple</u> (Apple) or <u>www.schoolgateway.com/android</u> (Android). If you are asked, say yes to "Allow Push Notifications".

3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school. You will then be sent a PIN code.

4. Enter your PIN code and the app will be activated for you.

As soon as you have got the system set up, all of the text messages we send you will appear in the app; you will receive notifications/alerts as normal.

To make payments:-

5. Log in to the School Gateway App using your pin (can be reset if number forgotten) and a list of accounts will appear, select the child for whom you wish to make a payment and follow the on screen instructions. Payments can be made by either debit/credit card or direct debits can be set up.

You will also be able to pay for trips online and when you receive emails about planned trips, the details for making payments online will be included in the information. If when you log into your account, you do not see the activity you wish to pay for, please contact the finance office.

Please do not hesitate to contact the finance office if you require any further information.

Yours faithfully

H.H. Laibar

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Telephone: 01462 621200 – Email: <u>admin@fearnhill.herts.sch.uk</u> – Website: <u>www.fearnhill.herts.sch.uk</u> GROWING EXCELLENCE EVERY DAY









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