



St Mary's RC Primary School, a Voluntary Academy

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3rd September 2020

Dear Parents and Families

SCHOOL GATEWAY – OUR NEW ONLINE BOOKING AND PAYMENT SYSTEM

We are pleased to launch our new online booking and payment system – School Gateway.

School Gateway is simple, safe and secure to use. You can make payments using a debit or credit card – or use superfast 'Bank Transfer'. You can check balances and pay for dinners, breakfast club, after school clubs, nursery sessions and school trips.

You can also book your child into Busy Kids in advance and as late as 3.00 pm on the day of the booking, alleviating the need to phone the office. Breakfast Club remains a drop-in session so there is no need to book sessions.

You can also choose and book pupil meals and change their meals as late as the night before.

To register with School Gateway, visit <https://login.schoolgateway.com/0/auth/login> or download the App from the website. Then follow the steps below:-

Creating an account is simple and will take no more than a couple of minutes.



1. Register

Register using the same email address and mobile number held by the school



2. Four digit PIN

School Gateway will send you a text with your PIN



3. Login

Login, you are ready to go

When you view your account, please note that if you have a contract for Nursery paid sessions, your sessions have been booked to February half term. Therefore, your arrears will look high because they include costs for this period. As always, we ask parents to pay at least weekly in advance.

For school dinners, we have pre-booked children's meals for the week commencing 13th January 2020 and this is reflected in your balance. You can still change these pre-booked meal choices as late as the night before and **you will need to book meal choices online each week for your child**. Again, we kindly ask parents to pay for school meals weekly in advance.

Please note you will no longer receive written receipts for payments but will receive an email receipt. Please let us know if your email address has changed.

If you have arrears of over 2 weeks, your account will be temporarily stopped and you will not be able to make further online bookings or access any extended services. This applies to both online and telephone bookings.

This is a new service and over the next few weeks, there may be small 'teething' problems or we may need to make slight adjustments to the set up to ensure it works best for our school.

We hope you enjoy using School Gateway and if you have any queries, please contact the School Office.

With best wishes

Mrs K Rawlinson

Mrs K Rawlinson
School Business Manager