

**St Thomas’ CE Primary School**

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Headteacher: Mrs K Morris

Junior Department Deputy Headteacher: Mr P Campen Infant Department Deputy Headteacher: Ms L Loynes

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Dear Parents/Carers,

**From Monday 27th February 2017 you can make online payments to school**

**via instant bank transfer, credit or debit card.**

I am pleased to advise that school is introducing a new service ‘School Gateway’. This means that you will be able to make online payments via the School Gateway smartphone app or website. You will also be able to view school meal balances and top them up at any time.

We will notify you by text or 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 school time and money on administration, School Gateway will make it easier for parents and carers to be able to pay at any time. It will also 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 PLUS it saves the school money when we send you a text message.

**OR**

**Visit the website:** [**www.schoolgateway.com**](http://www.schoolgateway.com)and click on ‘New User’. You will receive a text message with a PIN number. Use the PIN to log into School Gateway.

If you are having trouble logging in, it may be because school does not have your current email and mobile phone number on record. Please call Admin Ms Lea (Junior site) or Mrs Fairfax (Infant site) and your details will be updated 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,



School Business Manager

