

# Schoolgateway

**NEW booking and paying system now LIVE for bookings on/after 31.10.16**

Dear Parents / Carers

**You can now book and pay online for Early Morning, Jellybeans After School and Holiday Clubs.**

I'm delighted to announce the introduction of a new parent portal - 'School Gateway'. This means that you will be able to book (and pay for) sessions for your child(ren) via the School Gateway smartphone app or website. In order to book into any clubs you must have completed a registration form, and handed it to the school office. If you have previously registered, you do not have to re-register, we have used these records to add you to the system. **All children MUST be booked into the club before arriving. If a session is unavailable on the website, this means that the club is FULL.**

## 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 an Apple or Android supported smartphone, please download School Gateway from your app store (Apple App Store and Google Play). The app enables you to book sessions and pay for the clubs.

**When installing the app, please ensure you say yes to allow push notifications, otherwise you will not receive notification of any new messages.**

You can pay for items via credit or debit card as well as by Instant Bank Transfer. *If you wish to make a payment on the app via Instant Bank Transfer you must first fill in an Instant Bank Transfer mandate on the School Gateway website ([www.schoolgateway.com](http://www.schoolgateway.com)), or by using child care vouchers.*

**OR**

**Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN. Use this PIN to login to School Gateway.

We will notify you by text or email when there are new items to pay for.

## Can't activate your account?

If you're having trouble logging in, it may be because the school doesn't have your **current** email and mobile phone number on record. Please call the school office 01494 862310 x 2 to update the details on our system.

We hope that you will find School Gateway to be a fast and easy way to book and pay for our AM, PM and holiday Clubs.

Yours faithfully

Nicola Tomlin – Academy Bursar