

12th July 2023

Dear Parents/Carers,

For a number of years now, we have been successfully using our free, smartphone app called 'School Gateway' to allow you to pay for all school trips we run, examination remarks or resits, Duke of Edinburgh expeditions, classroom equipment we sell etc. **On 31st July 2023, our contract with the current supplier for paying for school meals online, sQuid, will end and the School Gateway app will replace this. Any balances sitting on your sQuid account will transfer to your School Gateway catering account.** This will allow all payments to the school being possible from a single source, making the process far more efficient for all parties.

Any trips your child wishes to attend, if you need to top up their catering account, or if you wish to pay for anything else, these will appear in the app under the 'Payments' tab; simply select what you are paying for and it will allow you to choose to pay by either debit/credit card, bank transfer or PayPoint. This will allow you to keep track of all payments you make to the school and will also allow you to see how many spaces remain on any trips that have a maximum number of pupil places.

As a cashless school, School Gateway is the only method of paying money to us; if you don't have the app yet, the set-up process is simple:

1. Search for "School Gateway" in the Apple App Store/Google Play, or on your phone go to www.schoolgateway.com/apple (Apple) or www.schoolgateway.com/android (Android)



Schoolgateway

2. Install the app and if you are asked then 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 – it is imperative that the details we hold are accurate.

4. The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.

As soon as the system is set-up, in addition to the payments functionality, any messages we send you will appear in the app, including notifications/alerts that relate to your child. If you would like to find out more, please visit:

<https://schoolcomms.com/>

Thank you for your continued support.

Mr. S Roberts
Business & Finance Director