

Dear Parent/Carer,

The Schoolcomms gateway app is a payment and communication system used across school. Registering on the app will enable you to pay for school meals, trips, give consents, send and receive app messages etc. Please have a look and sign-up (Parents of new pupils will not be able to sign-up until their child starts school in September).

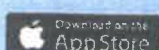
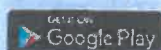
In order to register you will need to ensure that you have provided school with a valid email address and mobile contact number

To download the app on your smartphone search **School Gateway** in your App store and download:

To use the online version on a computer go to: <https://schoolgateway.co.uk/get-started/>, click on **the web version** link and follow the instructions

How to activate your account

1. Download the Android or iPhone app.



2. Press 'Sign Up' then enter the email and mobile number your school has on record. If you're not sure if they have the right details, it's best to check and update first.
3. Press 'Send PIN'. You will receive a text message with your unique PIN.
4. You're now ready to log in and start using School Gateway.
5. If you don't have a smartphone or prefer to use a computer, you can set up your account using **the web version** of School Gateway.



EXISTING USER NEW USER

Please enter the email address and mobile number that your school(s) contact you on and press the 'Send PIN' button. You will then be sent a new PIN number by text message.

EMAIL ADDRESS

MOBILE SEND PIN

When you do download the app you will receive a confirmation message from our unique Schoolcomms email/SMS addresses, please save these into your address book as this will minimise the risk of messages bouncing back or being marked as SPAM.

If you are having problems registering or if you have any questions about this system, please speak to a member of the office staff.

Yours sincerely,
Mrs C Hodgson
Business Manager

Tel: 01226 711 488

Fax: 01226 781 677

Web: www.ladywoodprimary.co.uk

Email: office@ladywoodprimary.co.uk



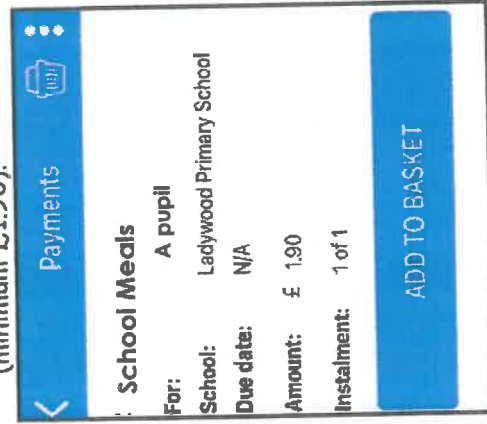
Please see below step by step guidance of how to pay for meals, trips, give consent etc.:

1. Click on the tile that says Lunch Money to pay for meals
2. Trips, consents etc. will be found under My Payments



App messages can be sent direct to school and your phone here.

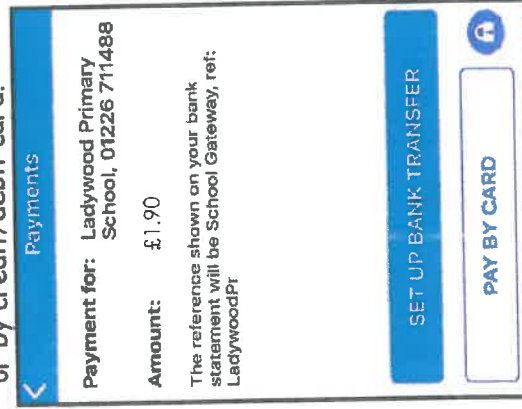
3. To make a payment click 'Top Up Balance'.
4. Click the arrow (>) next to 'School Meals' and type in the amount you wish to pay (minimum £1.90).



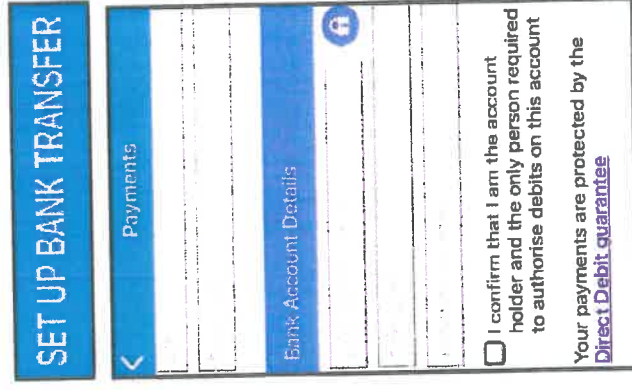
5. Click 'Add to Basket', then 'View Basket'. This will take you to the payment summary page where you need to click 'Checkout'.



6. You will then be given the option of either paying via bank transfer (direct debit) or by credit/debit card.



8. ii) Pay by Bank Transfer (direct debit)



You will then be asked to add your name, address & bank details in order to set up a direct debit payment.

If you do not want to pay by card or direct debit, you can top up your account using cash at any Paypoint shop:

Ask us for a Paypoint Voucher



Take the voucher to your nearest Paypoint shop (Asda and Raj's shop in Grimethorpe)

The shop will scan you voucher and take your cash payment

Your child's school meals balance will be updated from 11am the following day