

Dear Parent and/or Carer

We have recently changed our online payments provider from Schoolmoney to **School Gateway** – and it is available for you to use now. Schoolmoney has been disabled and all funds transferred to the new system. All payments, including dinner money must be paid via School Gateway. School Gateway will enable you to access a great deal of information about your child including timetables, homework, reports, afterschool clubs as well as making payments, tracking what your child has to eat and contacting school. It should vastly improve the communication between families and school and reduce the amount of letters that are sent home, being replaced by emails direct to your phone or computer. We aim to contact all or most families using this method in time.

To register for School Gateway there is a free, smartphone app for parents available for download called '**School Gateway**' for Apple* and Android* devices. This seems to be the most popular and easier way of accessing the system for parents and carers and is the one other schools recommend.

The app offers a variety of convenient features including;

- Attendance Records and notification of absence
- Messaging to and from School
- Making payments to school
- Viewing breakfast & after-school clubs timetables
- Viewing student timetables
- Updating contact details

The set-up process is simple and will take no more than a couple of minutes:

- 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).
- Install the app and if you are asked then say yes to "Allow Push Notifications"
- 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.
- 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 you have the system set-up, all of the text messages we send you will appear in the app; you will receive notifications/alerts as normal.

You can also register using the website if you do not have a smart phone:

- Go to www.schoolgateway.com
- When you visit the School Gateway website for the first time, please select 'New User' and enter your email address and mobile telephone number you have registered with the school.
- The system will send a PIN code to your phone; please enter this PIN code and your account will be activated for you.

If you have recently changed your email address or mobile telephone number, please let us know as soon as possible so we can update our records, as your account will not register with our school until all of the details match.

Please try and register for the app and/or on the website as soon as possible and contact Mr A Armstrong (aarmstrong01@jcsc.co.uk / 01665 710636) if you have any difficulties.

Yours faithfully



*(iOS 8 on the iPhone 4S or later, iPad, iPod Touch)
*(4.0 / Ice Cream Sandwich or later)

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