

Dear Parents/Carers

School Gateway is the Schoolcomms' online parent portal where parents can give consent and pay for school trips, make payment for other events and purchases including topping up the Cashless Catering account.

What does this mean for parents?

Using Schoolcomms for online payments is straightforward and effective and it can be accessed at any time, day or night. You can track how much you have paid, see what is outstanding and make payments directly to us using your debit or credit card or by direct bank transfer.

School Gateway enables you to make online payments via the School Gateway smartphone app or website.

You can also view your child's Cashless Catering Account by clicking on the Lunch Money button to check the balance and top up at any time.

By making someone a priority contact 1 or 2 on the Admission Form, you are giving consent for that individual to view, in the School Gateway, any cashless transactions and details of any potential transactions, eg for trips, being offered by the College.

Items or events requiring parental permission can only be paid for by a person with legal parental responsibility.

If you do not wish anyone other than a parent to make payments for any item listed on the School Gateway account, please set those persons as priority 3 onwards.

What do you need to do now?

(If you have already registered you do not need to take any action. Your child's details will appear automatically when payments are created for them.)

Activate your School Gateway account:

- Go to www.schoolgateway.com and click on 'New User'.
- Register using your email address and mobile number that you have provided on the admission form. It is important that you use the same email and mobile number you supplied to the College; you will not be able to register if they do not match. If you

have changed your email address or mobile number you will need to contact the College so we can update our records before you can register.

- When you have entered your email address and mobile number, select the Send PIN button; a PIN number will be sent to your mobile phone.
- You are now classed as an 'Existing User'. Please use the PIN number you were sent to log into the School Gateway and view/make payments.

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. Please remember to refresh the app regularly to ensure that recent transactions are included.

Extra Benefits:

Payment Requests: When a new payment is required you will be notified by email that there is a payment request available. Simply log into School Gateway, as an existing user, using your email address and your PIN number. Select the payment request(s) you wish to fulfil and follow the Wizard through to pay.

Trip Consent: You can give your consent for trips online, saving you the need to fill out permission slips. When a trip is due you will be sent an email to let you know that you need to log into the School Gateway and give your consent, it's as easy as that.

Record of Payments: You can see a record of the payments that you've made and the receipts are sent to your registered email address for all transactions you make. You will be able to see what meals your child has purchased and your child's current balance.

No Cash in College: There is very little need to send money into College with your child, this removes the chance of money going astray.

Security: Your card details are not visible or stored in the *Schoolcomms* or College system. The log in process uses your email address registered with the College and your PIN number.

If you have any questions about this, please contact us by emailing financeoffice@heathfieldcc.co.uk alternatively by telephoning 01435 866066 Ext 1260 (am) and Ext 1245 (pm).

Yours faithfully



MS C BARLOW
Headteacher