



# Glenfield Primary School

(Part of the Scholars Academy Trust)

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Headteacher: Mrs. Kathy Martin  
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## New School Gateway Online Payments System

Dear Parent/Carer,

You will now be able to make online payments to school via instant bank transfer, credit or debit card with immediate effect.

You will be able to pay for dinner money, trips etc although we will only be able to accept payments for £5:00 and over.

You will also be able to give online consent, where required, for your child to take part in activities.

Aside from saving the school time and money on administration, School Gateway will also make it easier for parent/carers to pay any time 24-7 and reduce the amount of cash being carried by children on premises.

### 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 the school holds on record for you.

- **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 PLUS it saves the school money when we send you a text message.

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 number. Use this Pin to log into School Gateway.

If you're having trouble logging in, it may be that the school doesn't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system.

We hope that you will find School Gateway to be a fast and easy way to pay for school items. Any questions please contact the school office.

Yours sincerely

Kathy Martin  
Headteacher