



Dear Parent/Carer

### SCHOOL GATEWAY APP

We use the School Gateway App to receive all payments from parents and carers across our two schools.

The app will be used for all school payments such as dinner money, trips, clubs and uniform items. Some of you with children at other schools may be familiar with this app already.

The app is ready to download now from the App Store or Google Play. There is no charge.

- Once the app has installed on your smart phone, please follow these simple steps:
- At the bottom of the app home screen tap "**Don't have an account? Sign Up**" at the bottom of the screen.
- Enter your email address and mobile phone number ( these must match the details provided on your child's admission paperwork) and agree to the Terms and Conditions and Privacy Notice by swiping right and tap SEND PIN. Please use the email address and mobile number held on your child's record here at school.
- Confirm the PIN number and your account will be registered.
- Payments can be made immediately.

If you have any problems, please contact me at the Free School Office.

Yours sincerely  
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Office Manager

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