Our Lady and St Patrick's Roman Catholic Nursery and Primary School

Fourth Avenue, Teignmouth TQ14 9DT Tel: 01626 773905 e-mail: office @olsp-rc.devon.sch.uk

Head Teacher: Mrs Sarah Barreto

Dear Parents / Carers

School Dinners

From the beginning of the Autumn Term the price of a school meal will be £2.50 per meal (£12.50 per week). This amount reflects the cost of utilities and consumables, as well as staff costs.

- 1 day = £2.50
- 2 days = £5.00
- 3 days = £7.50
- 4 days = £10.00
- 5 days = £12.50

To purchase meals please make payment online - go to www.schoolgateway.com. See the reverse of this letter for information on how to set up an account or call in to the school office for guidance. Payments to be made on or before Monday of the coming week.

If you are unable to pay online:

Please put **exact payment** (including cheques) in an envelope marked with your **child's name**, **class and the amount enclosed**, **marked on the envelope**. Where possible, please state the days of the week that your child will be taking a dinner.

- If sending payments for more than 1 child, please send the payment with the eldest child.
- Cheques should be made payable to Plymouth Cast Trading as Our Lady and St Patrick's School.

If you think you may be entitled to Free School Meals please go to: https://new.devon.gov.uk/supportforschools/services-and-contacts/free-school-meals and apply through the citizen's portal

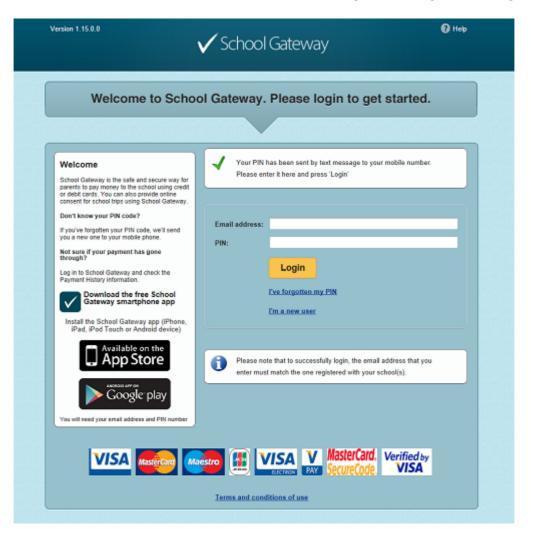
Thank you for your co-operation in this matter.

Yours sincerely

Mrs Sarah Barreto Head Teacher

Registering for the School Gateway

- To register for the School Gateway you must have an email address and mobile number registered with the school.
- To create an account for the School Gateway, navigate to <u>login.schoolgateway.com</u>



- Select I'm a new user
- Enter your email address and mobile number that is registered with the school
- Select the Send PIN button
- A 4 digit PIN number will be sent by text to your mobile phone- please note each new PIN text sent will cost the school one text credit so please store your PIN somewhere secure to reduce the need to request a new one.
- You will then be returned to the login screen for the School Gateway. Enter your email address and the PIN number that was sent to you and select Login