Dear Parents / Carers

## School Dinners – Paying Online

You may pay for your child's school dinners online using a debit card at www.schoolgateway.com .  Once you have registered and created your account, this is a simple, quick and efficient way of handling payments.

As transaction costs apply for the school, we have set a minimum purchase of 5 meals (currently £12.50).  There is no maximum purchase so you can order for the entire term if you so wish.  This method of payment is more secure than paying in person or sending your child with cash and is far more convenient than paying by cheque.  Cheque payments can accrue a waiting period of up to one month for the money to leave your account, as Devon County Council will only process them on a monthly basis.

Paying online is also beneficial to the school as it significantly reduces the time administration staff spend on handling school dinner payments.  Thus allowing resources to be directed towards other tasks in school.

On the reverse of this letter, you will find a help sheet detailing the process of registering and setting up your account online.  Please note, this will not be possible until after you have given the school your mobile telephone number and email address.

I do hope that you will find the facility to pay online useful.  School Gateway is a relatively new service to the school so please do contact the school office if you need technical support or if you have any feedback on the service itself.
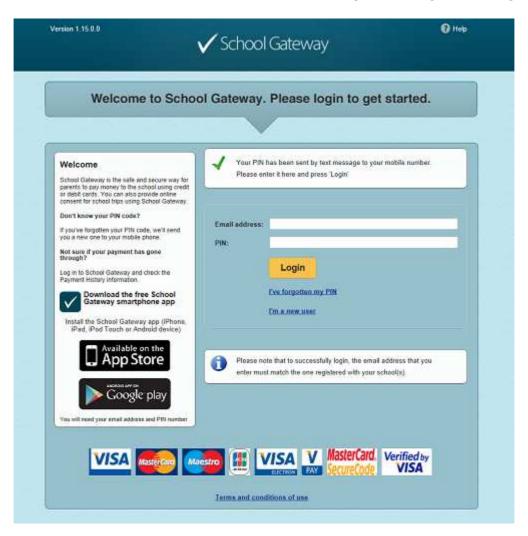
With every good wish.

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 login.schoolgateway.com



- 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**