Dear Parent

Online Payments with School Gateway

What you need to do now

You can set up your account in one of two ways:

1. Download the School Gateway app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone).

When you first open the app you need to click on New User. Enter your email address and mobile phone number as instructed. These details must be the same as those that we hold on the school database. When you have input these, press Send PIN. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

The app shows the same information as the website **plus** you can send app messages to the school for free – this will also save the school money when we send text messages.

Or

2. Visit the website: www.schoolgateway.com and click on the grey 'New User' tab.

You will need to use your email address and mobile phone number. These details must be the same as those that we hold on the school database. When you have input these press Send PIN. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

We'll notify you by text or email when new items are available for payment.

Can't activate your account? If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the College 01444 414001 or email contactupdate@oathall.org and we'll update the details on our system.

Please be aware that if you add money to your account before your child has been admitted to our roll in September, the balance will not show in your account until the admission date.

We hope that you will find School Gateway to be a fast and easy way to pay for school items.

Yours faithfully

Gail van der Spiegel

School Business Systems Manager