

Dear Parents

**Paying money to the school online is simple and easy**

You can make payments online to the school for things like Acorns fees and school trips. Paying for school items online is quicker and easier for you, safer for children and more efficient for the school.

The system is called School Gateway – and it's available for free for you to use now.

1. Go to [www.schoolgateway.com](http://www.schoolgateway.com)

2. When you visit the School Gateway website for the first time, please select 'New User' and enter your email address and mobile telephone number you have registered with the school

3. The system will send a PIN code to your mobile phone; please enter this PIN code and your account will be activated for you

As soon as you've got the system set-up, you'll be able to pay money to the school online rather than send cash or cheques. You will find it easier to download the free School Gateway app via the AppStore or GooglePlay.

Thank you  
School Office