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Headteacher Miss Dawn Elliott
Chair of Governors Mr Steve Glavin*

May 2015

Dear Parents and Carers

On-Line Payments

I am pleased to advise that we will be introducing a new service - 'School Gateway' in Term 6. This means that you will be able to make online payments via the School Gateway smartphone app or website. You will also be able to view school dinner balances and top them up at any time.

We will notify you by text or email when new items such as school trips or events are available for payment on School Gateway. You will also be able to give online consent, where required, for your child to take part in activities.

Aside from saving the school time and money on administration, School Gateway will also make it easier for parents to pay any time 24-7 and reduce the amount of cash being carried by children on school premises.

It would be very helpful if all parents could activate their account and use the system for payment of dinner money during Term 6 in order that teething issues can be resolved prior to the start of the new academic year, at which time the school will no longer be accepting cash and cheques for dinner money, music tuition or payment for trips/activities.

What you need to do now

Activate your School Gateway account. It is quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

- Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.
- If you have an i-pad:** Go to the App Store and type School Gateway into the search bar. This should bring up 5 options, none of which are correct. On the top line, at the same level as the search bar, there will be a filter. Click on i-pad only and there should be an option to click on i-phone only. Click on i-phone only and it should appear.

OR

- Visit the website:** www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

Please note you can only be signed into one device at a time.

If you are having trouble logging in, it may be because the school does not have your current email and mobile phone number on record. Please call the school and we will update the details on our system.

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

Communication - Easier, Faster and More Effective

I am pleased to advise that alongside the on-line payment system, we have introduced a new text and email service – 'School Gateway'. This means that we can communicate with parents and carers more quickly and cost effectively via email, text and smartphone app.

Save money by downloading the School Gateway app

If you have a smartphone, both you and school can save money when you download the 'School Gateway' app from your app store (Android and iPhone). By doing this we can send you app messages (avoiding the cost of texts) and you can message us back for FREE.

It is quick and easy to do. All you need are your email address and mobile number that school holds on record for you. If you have trouble logging in please call us on 01225 872185.

Were aiming to get 100% of parents using the School Gateway smartphone app – please help us achieve this target.

If you do not have a smartphone, you will still receive text messages from the school.

Yours sincerely



Miss D Elliott
Headteacher