



9 December 2016

Dear Parents and Carers

Online Booking and Payment Facility – Clubs and Trips

I am delighted to announce the introduction of a new parent portal, School Gateway. Initially this will be for booking and paying for our Breakfast and After School Clubs starting with immediate effect, but will soon be extended to all trips, including the residential visits to Paris and Bowles, hopefully with effect from the January instalment. Dinner Money should continue to be paid through the sQuid portal but we are also hoping to move this over to School Gateway in the new financial year. School Gateway will benefit parents and carers, offering them more booking flexibility, extra payment security and the option to pay by credit card, debit card or bank transfer.

What you need to do now.

Activate your School Gateway account. All you will need are the email address and mobile telephone number that the school holds on record for you. You can activate the account in one of two ways:-

- 1) **Download the app:** if you have an Apple or Android supported smartphone, please download School Gateway from your app store (Apple App Store or Google Play). The app enables you to book sessions and pay for the clubs. **When installing the app, please ensure you say yes to allow push notifications, otherwise you will not receive notification of any new messages.**

OR

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

Once activated, you can pay for items via credit or debit card as well as by Instant Bank Transfer. Please note that if you wish to use the Instant Bank Transfer method, it must first be set up on the School Gateway website before you can use it on the app.

Please take time to activate your School Gateway account in readiness for future events. We will let parents know as and when new items become available for payment.

Can't activate your account?

If you're having trouble logging in, it is most likely because the school doesn't have your current email and mobile telephone number on record. Please call the School Office on 01892 833654 or email office@paddock-wood.kent.sch.uk so that they can update these details to enable you to activate your account.

What if I don't have a Smartphone or a Computer?

Please speak to the School Office who will be happy to offer you the use of one of the school's computers and will be on hand to guide you through the process if you would like help.

We hope that you will find School Gateway a useful and efficient method for making payments for clubs and trips.

Yours faithfully

Scott Opstad
Head Teacher