



Dear Parent/Carers

ONLINE PAYMENT AT ARCHBISHOP BLANCH SCHOOL

Archbishop Blanch uses an online payments & communication system. We use *School Gateway* to offer you an online payment method which puts you in control. You can access it at any time, track how much you have paid, what is outstanding and make payments directly to us using your debit or credit card.

Getting started

You will need to register for a School Gateway account from www.schoolgateway.com. You will need to enter your email address and mobile number we have on record for you.

When you have entered your email address and mobile number, select the Send PIN button; a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway and view/ make payments.

Payment requests

When there is money owing to school by you, we can set up payment requests and you will be notified by text or email that there is a payment request available. Simply log in using your email address and your PIN number, select the payment request(s) you wish to fulfil and follow the Wizard through to pay.

Convenient

You can give your consent for trips online, saving you the need to fill out permission slips and write notes into school about trips. When a trip is due you will be sent a text or an email to let you know that you need to log in to the school gateway and give your consent - it's as easy as that.

You can see a record of the payments that you've made and receipts are sent to your registered email address for all transactions you make. You will be able to see what meals have been taken by your child and your current meal balance and receive reminders to top up when you are getting low.

The new system removes the need to send money into school with your child, removing the chance of money going astray, making it convenient for you to pay when it suits you, from anywhere at any time of day or night.

Secure

Your card details are not visible or stored in the School Gateway or school system. All card information is processed by Barclaycard. You log in using the email address registered with the school and with your PIN number.

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Communication

School Gateway will also enable you to receive all your communications from school quickly and reliably. We can send letters by email to your inbox and short messages directly to your mobile phone as a text message, or if you have either an Apple or Android mobile phone, by app message.

You will:

- Receive letters more reliably and promptly
- See letters in your inbox like any other email
- Still get paper letters if you don't have email
- Not need to rely on your child for delivery

I am confident you will find this system simple and convenient but, If you do have any questions or concerns, please do not hesitate to contact us at the school on 0151 233-7373.

Yours sincerely

Mrs C Madeloso
Headteacher