

Sandiway Primary School

Cheshire West
and Chester

Weaverham Road, Sandiway, Northwich, Cheshire, CW8 2ND

Headteacher: Mr Chris Priddey, BEd (Hons), NPQH

Telephone: 01606 883298
admin@sandiway.cheshire.sch.uk
www.sandiway.cheshire.sch.uk

11 November 2015

Online Payments and Communications

Dear Parents/Carers/Staff/Governors,

We would like to introduce you to our new online communication system: **School Gateway**, which will be used to send you text messages, messages to your smart phone app, emails and allow you to make payments online for school visits, uniform, etc. Payments to dinner money accounts will follow shortly.

We hope that by having one system, it will streamline our communications and make it easier for you and more efficient for school.

You will be able to manage your payments from your smartphone (iPhone or Android) with a free app that can be downloaded from your online store: 'School Gateway'. The app also allows you to send and receive app messages.

You can also use the website to make payments.

The system uses information that we hold about you from the **first priority contact** information. (This is the contact information that we currently use for text and email). Your login will be the **email address and mobile phone number** held against the first priority contact.

Getting started

Download the app: click on 'New User' type in the email address and mobile number that is in your first priority contact to get your PIN which will allow you to login.

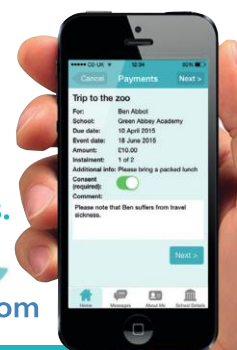
OR

Visit the website: www.schoolgateway.com and click 'New User'. You will receive a text message with a PIN number. Use this PIN to login to School Gateway.

Parents, welcome to:
Schoolgateway

The easy way to pay online
for dinners and other items.

Download the app. ^{Android and iPhone}
or visit: www.schoolgateway.com



Activate your account today!



You will receive notifications when new items are available for payment. In addition, you will receive emails and text messages/app messages.

If you are having difficulty activating your account, please contact the school to check that you are using the same details that we hold as the first priority contact information. We will then update your information, as necessary.

We would like as many parents as possible to use the app as this significantly reduces the costs of the texts that we send out. App messages are free to send.

We hope that you find using School Gateway is a fast and easy way to make payments to school and to communicate by email/text.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Chris Priddey', with a small dot at the end of the line.

Mr Chris Priddey
Headteacher