

Dear Parents and Carers,

29th April 2019

On our recent parent questionnaire we asked how many of you would be interested in the option of making payments to school online; 89% of responds were in favour of this. We can see the benefit this will have for many parents and so we have explored different providers for online payment and we have decided to use *Schoolcomms*. The system allows you to 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. As well as paying online it will become our messaging service and we will use this for all communication with you.



Opening Doors, Enriching Lives

There is a cost to the school for this facility and the cost will be greatly reduced if every parent downloads the Schoolcomms App as all messages sent through the App are free to school. If parents don't have the App there will be a charge to school to send the message therefore it's imperative that parents download the App from the start.

**We need all parents to do this for us, including Y6 as it will be our only way of messaging you from June onwards.**

Inevitably there will be teething problems and we ask that you bear with us during this time. Our intention is to stagger the implementation of it. Initially we will use it for messaging up until the end of this academic year. From September we will introduce online payment for the majority of payments to school.

For parents who still want to pay in cash this will be possible, but we encourage you to start using this system as it will be easier and safer for parents and school.

**What you need to do now:-**

**We request that all parents complete the form below and return to school by Friday 3<sup>rd</sup> May.**

Staff training will then take place and following this, school will input your details into the system. As you can appreciate there is a time implication and the aim is to have all the information in the system by the end of this half term.

Once this task has been completed we will send you a text. *At this point you will then need to download the free School Gateway App or register for an account at [www.schoolgateway.com](http://www.schoolgateway.com). You will need to enter your email address and mobile number we have on record for you as per the slip you will have completed below.*

*When you have entered your email address and mobile number, you will then 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 messages.*

**You will not be able to follow the information in italics until you receive the confirmation text from us, which will be towards the end of May.**

It's therefore important to keep this letter safe until you are able to download the App and create your account. We will also upload this letter to the website for your information.

From June until the end of term we will only use the system for messaging. We will then send out instructions as to how online payments can be made from September 2019.

Regardless of whether you will use the online payment system I can't emphasise enough how important it is for everyone to provide us with the information below and subsequently download the App as this will become our messaging system from June onwards.

**Please complete the form below and return to school by Friday 3<sup>rd</sup> May.**

Thank you for your support with this,  
Kay Hemmings (Head Teacher)

-----  
**Please return this slip to school by Friday 3<sup>rd</sup> May. Thank you.**

<b>Your Child's Name</b> _____		<b>Your Child's Class</b> _____	
<small>You must give an email and mobile number for the system to work</small>	<b>Name</b>	<b>Email Address</b>	<b>Mobile Number</b>
<b>First Parent Contact</b>			
<b>Second Parent Contact</b>			
Parent's signature for giving consent online for visits etc: _____		Date: _____	