

1<sup>st</sup> December 2015

Dear Parents and Carers

Finding the right change or writing a cheque for the school trip or other items for school can be tiresome and time consuming. You or your child has to take the payment/s to school and the finance office has to count and record it. At Whitehill, we have decided to use *Schoolcomms* 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, for Dinner Money and After School Club.

**Getting started**

You will need to register for a School Gateway account from [www.schoolgateway.com](http://www.schoolgateway.com). You will need to enter your email address and mobile number we have on record for you. Please fill out the slip at the bottom to ensure we have the most up-to-date parent contact details.

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.

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. Depending on your school 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 *Schoolcomms* 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.

If you have any questions about this, please contact the finance office at the school.

Regards,

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Child's name and registration group: \_\_\_\_\_ Parent's name: \_\_\_\_\_

Parent's email address: \_\_\_\_\_ Parent's mobile number: \_\_\_\_\_

Date: \_\_\_\_\_