



Little Gaddesden C.E. Primary School

Headteacher: Mrs C. Geoghegan

September 2016

Dear Parents

School Comms – School Meal Payments

I'm pleased to advise that we've introduced a new service - 'School Gateway'. This means that you will be able to make online payments via the School Gateway smartphone app or website for school meal payments. You will also be able to view school meal balances and top them up at any time.

Moving forward, you will be able to pay for school trips, milk and give consent through the School Gateway and we will email you separately when this function is available.

Aside from saving the school time and money on administration, School Gateway will also make it easier for parents to pay any time 24-7 and reduce the amount of cash being carried by children on school premises. There will be a minimum payment of £11.50 (one week's meals) to cover the transaction costs, which has been set by Herts Catering Ltd.

What you need to do now

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website.

OR

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

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system.

We hope that you will find School Gateway to be a fast and easy way to pay for school items.

Yours faithfully

Mrs C. Geoghegan
Headteacher