



# WHITMORE PARK PRIMARY SCHOOL

Halford Lane  
Coventry CV6 2HG

Schoolgateway

Dear Parents

**From Monday 14<sup>th</sup> November 2016 you will be able to make online payments to school.**

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

Aside from saving the school time and money, School Gateway will also make it easier for you to pay at any time and reduce the amount of cash being carried by children on school premises.

## 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 an Apple or Android supported smartphone, please download School Gateway from your app store (Apple App Store and Google Play). The app enables you to pay for school items PLUS you can view messages sent from school and send app messages to school for FREE.

**When installing the app, please ensure you say yes to allow push notifications, otherwise you will not receive notification of any new messages.**

You can pay for items via credit or debit card as well as by Instant Bank Transfer. *If you wish to make a payment on the app via Instant Bank Transfer you must first fill in an Instant Bank Transfer mandate on the School Gateway website ([www.schoolgateway.com](http://www.schoolgateway.com)).*

## OR

- **Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

We'll notify you by text or email when new items are available for payment.

## Can't activate your account?

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 into the school office or email [admin@whitmorepark.org](mailto:admin@whitmorepark.org) to 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 J McGibney

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