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Heidi Brown, Principal

Dear Parents and Carers

[Paying for School Trips online](#)

**We have moved over to ONLINE PAYMENTS – the simple, safe and more convenient payment option.**

All school trips should now be paid for using the School Gateway. This is the preferred method of payment as it is more secure and gives you the convenience of paying for trips and other items online using a debit or credit card.

If you have not yet registered with the School Gateway please log into: [www.schoolgateway.com](http://www.schoolgateway.com) and select new user. The email address and mobile numbers registered must be the same as held on the school records, so if there are any changes please notify the school office immediately. Once you have registered, you will be sent a PIN number via text to activate your account. Please see School Gateway login step by step guide. For even more convenience you can also make payments via the School Gateway app. Just download from your app store.

Once you have activated your account you will be able to view all available trips open to your child. See the instruction guide below for new users. If you wish your child to go on any of the trips shown, simply highlight the relevant trip. Tick the consent button and add to your basket before checking out using your credit or debit card. Please note all trips available for payment online will have been notified to you by letter – please ensure this is read before giving your consent. Once your payment has been completed you will be sent an email receipt.

You also have the option to pay for school dinner money online (a minimum top up of £15.00 is required), however we still have the cash loaders in school for the smaller amounts of dinner money top ups.

If you do not have access to the internet or online banking, or you have any query with making payments online please contact the school finance office in confidence.

Thank you for your co-operation.

Michelle Wilkins  
School Business Manager