

King Edwin Primary School

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Dear Parent/Carer

You can now make payments and book all school dinners online

I'm pleased to advise that we've introduced a new service on the 'School Gateway'. This means that you will be able to book and pay for all school meals via the School Gateway smartphone app or website. You will also be able to view your child's school meal balances and top them up at any time.

All meals that you wish your child to have need to be selected from the menu and paid for in blocks of £11.45 (we know some children only have one or two meals a week but your payment will always cover 5 meals and carry forward). Children receiving free school meals and universal free meals will still need to use the gateway to book the meals.

We are hoping that this will also help our catering team with the ordering and meal choice system.

This system is now live and we are looking forward to becoming 'cashless'. We do appreciate that this could take a few weeks to implement so there will be two weeks grace where school will still accept cash payments (along with the cash payment we would require a list of meals your child needs that week as we will be using the booking system).

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 up to 8am** on the day and reduce the amount of cash being carried by children on school premises. ***To reiterate: meals must be booked before 8am on that day in order to receive the meal.***

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. We also use school gateway to communicate via email & text messaging.

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 or we will contact Schoolcomms to see if we can identify the problem.

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

Yours faithfully

Mrs Armitage and Ms Coleman
School office team