**SCHOOL GATEWAY APP AND ELECTRONIC PAYMENT SYSTEM**

We use Schoolcomms for all our emails, texts, payments and trip consents.

You will need to download the **mobile phone app** so that you can access the system. It is free and you will need it to make payments and to give consent for activities in school.

 Please see the information below for a full explanation of the system and how to download and use the app.

**Getting started**

**You will not be able to do this until your details have been logged onto the school system.**

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 PLUS it saves the school money when we send you a text message.

**OR**

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.

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.

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.

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 us at the Mrs Munro – admin@stbenedicts.cheshire.sch.uk

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.

**The school will use the email address and mobile number that we hold for the Priority one contact(s) in our database.** **If you are not certain that we have your correct details, please contact the school. If you change your contact details please let the school know as soon as possible.**

Schoolcomms is registered with the data protection act. All information you provide will be kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of school business. You will not receive any SPAM or marketing material.