



14th January 2022

Dear Parents and Carers



# Schoolgateway

We wrote to you in September explaining that we were aiming to move all of our communications with you, parents' evening bookings and payments to the *School Spider* app. We have trailed this for three months but have found that *School Spider* isn't yet able to offer all of the features we require for payments. As a result we will revert to using the School Gateway for payments for school items such as trips, school meals etc.

We will use the following platforms to communicate with you:

- School Spider - used for sending smartphone messages, emails and for booking parents' evening appointments
- School Comms - used for sending some text messages
- School Gateway - used for making payments for lunches and trips

If you haven't already got a School Gateway account you can register for one via [www.schoolgateway.com](http://www.schoolgateway.com). You will need to enter the 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 and a PIN will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway and view/ make payments. Your card details are not stored in the School Gateway or school system. All card information is processed by Barclaycard.

Your sincerely

Mrs Woodward  
Bursar