



Sacred Heart Catholic Primary School

Headteacher: Mrs M Fusi

"Live, love and learn joyfully in the family of Christ"

June 2024

Dear Parent

Online payments system – SchoolGateway

We are actively trying to reduce our administration costs, with the objective of being a "cashless school" in the near future, therefore we use an online payment system called Gateway

All payment requests from the school can be made online via the "School Gateway" system using either a credit or debit card. You will be able to make these payments via the School Gateway smartphone app or website.

What you need to do once your child has started school

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that the 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;

OR

- **Visit the website** www.schoolgateway.com and click on "New user". You will receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you have trouble logging in, it may be because we do not have your correct email or mobile telephone number. If this is the case please contact the School Office so that your details can be updated to allow you to access the payment system.

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

Yours sincerely



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