

School Gateway – First Time Set Up

1. Go to the 'App Store' or 'Play Store', search 'School Gateway' and download the app for free.

Look for the logo



2. Select **New User**, enter your email and mobile number and press **Send Pin**

The image shows two screenshots of the School Gateway app interface. The left screenshot displays the login screen with the 'Schoolgateway' logo at the top. Below the logo are input fields for 'Email' and 'PIN'. At the bottom, there are three buttons: 'New User', 'Forgotten PIN', and 'Login'. The 'New User' button is circled in red. Below the buttons, there is a welcome message and instructions for new users. The right screenshot shows the 'Send Pin' screen with the 'Schoolgateway' logo at the top. Below the logo are input fields for 'Email' (containing 'example@hotmail.co.uk') and 'PIN' (containing '0123456789'). At the bottom, there are two buttons: 'Cancel' and 'Send PIN'. The 'Send PIN' button is circled in red. Below the buttons, there is a message explaining the process of sending a PIN.

If it doesn't work, the school might not have your email address or up to date phone number - Please check with the office

3. You will receive a text message with a four-digit pin number **KEEP THIS SAFE**. You need it every time you want to log in.

The image shows a screenshot of the School Gateway app interface. At the top is the 'Schoolgateway' logo. Below the logo are input fields for 'Email' and 'PIN'. The 'Email' field is circled in red. Below the input fields are three buttons: 'New User', 'Forgotten PIN', and 'Login'. Below the buttons, there is a welcome message and instructions for new users.

4. Click on your child's name and you will see all payments you can make including dinner money, trips, breakfast club and some after school clubs

School Gateway – Payments

1. Log in with your email and four-digit PIN number
2. Click on your child's name to look at payments
3. Click 'Dinner Money' to pay for dinner money and **type in how much you want to pay.**

Click 'Payments' to see everything else:

(Example only)

Ben Abbot (9A) Green Abbey School	
Music Lesson Due: 30 January 2015	£15.00 > (1/1)
School Dinner Due: 15 February 2015	£10.00 > (1/1)
Uniform Due: 15 March 2015	£10.00 > (1/1)
Residential Trip Due: 15 June 2015	£150.00 > (1/1)

You can pay for School Trips, Breakfast Club and After School Clubs

4. Once you have entered your card details and paid for a school trip it will disappear from the list.
5. You will then receive an email receipt.