



# Kexborough Primary School

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## **YOU CAN NOW PAY FOR SCHOOL DINNERS ONLINE**

We're pleased to advise you that we've introduced a new service – 'School Gateway'. This means that you will be able to make online dinner money payments via the School Gateway smartphone app or website. You will also be able to view school meal balances and top them up at any time. **Please note the minimum payment that can be made by this method is £10.00.**

**School must have your current email address and mobile phone number before you can log on to the website.**

*You can of course still make payments at the school office, or into the cash machine in the Key Stage 2 entrance. If you can't remember your child's PIN number for the cash machine please ask at the office.*

### **What you need to do to start online payments:**

**Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

**OR**

**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.

AFTER ENTERING LOG IN DETAILS:

- 1) Click on 'Lunch Money' box
- 2) Click on 'Top Up Lunch Money'
- 3) Click on 'Add'
- 4) Enter amount (minimum £10)
- 5) Add to basket
- 6) View basket
- 7) Checkout
- 8) Choose box marked 'Credit/Debit Cards'
- 9) Complete transaction with your bank details

### **If You Can't Activate your Account?**

If you're having trouble logging in, it may be because school doesn't have your current email and mobile phone number on record. Please call us or pop into the office and we'll update the details on our system so that you can start making online payments.

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

**If this payment method proves to be popular with parents then we shall look at extending the service to include paying online for school trips and breakfast club.**