



# Marton-cum-Grafton CE VA Primary School



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Registered charity No. 1047092



Headteacher: Mrs Marie-Louise Thirlaway BA Hons QTS NPQH

24<sup>th</sup> March 2015

Dear Parents and Carers,

## Online Payments – Introducing Schoolcomms Gateway

Finding the right change or writing a cheque for a school trip or other items for school can be tiresome and time consuming. You or your child has to take the payment/s to school and the school office has to count and record it. At school, we have decided to use *Schoolcomms* to offer you an online payment method which puts you in control. You can access it at any time, track how much you have paid, see what is outstanding and make secure payments directly to us using your debit or credit card.

### Payment requests

When there is money owing to school by you, we can set up payment requests and you will be notified by text or email that there is a payment request available. Simply log in using your email address and your PIN number, select the payment request(s) you wish to fulfil and follow the onscreen instructions through to pay.

### Convenient

You can give your consent for trips online, saving you the need to fill out permission slips and write notes into school about trips. When a trip is due you will be sent a text or an email to let you know that you need to log in to the school gateway and give your consent, it's as easy as that.

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. You will be able to see your child's current meal balance and receive reminders to top up when you are getting low.

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.

### What you need to do now

Activate your School Gateway account. It's quick and easy to do. All you need are the email address and mobile number which school holds on record for you.

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*Aspire... Believe... Achieve...*



- **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**

- **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 log into School Gateway.

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.

### **Once you have activated your account**

You are now ready to make any payments or give permissions as requested. You can also logon at any time to view your child's school meal balance – please be aware that once a payment is made your child's balance will not update until the following working day.

While there is no cost to parents for using the online payments, the school is charged per transaction (credit card 10p +1.5% or if you use a debit card 32p) and so we ask that parents pay the maximum that they can to reduce the effect of these charges. Payments under a total of £10 will not be permitted.

If you have any questions about this, please contact the school office.

Yours faithfully,

Mrs Marie-Louise Thirlaway  
**Headteacher**