

HARPFIELD PRIMARY ACADEMY

'Achieving Success Together'



29 January 2020

Dear Parents and Carers

Online Payments and Text Messaging

As you are aware Harpfield have a secure online payment system called School Gateway in order to pay for items such as trips and dinner money. This has been in operation for some time and the majority of parents have been using the system successfully. However, we are still having a small amount of cash and cheques bought into the school office on a regular basis. Harpfield are required to become a 'cashless' school by **24 February 2020**. From this date onwards we will be **unable to accept cash or cheques in school**.

The messaging service can get in touch through your mobile phone as a text message, by email or through the 'School Gateway' app. Once you have an account, your child's priority one contact will be able to make and receive text messages and you will also be able to make and view online payments to school.

What you need to do now:

- **Download the app:** if you have a smartphone, please download 'School Gateway' from your app store (Android and iPhone) or visit the website www.schoolgateway.com on your computer, and click on 'New User'.
- **Activate your school gateway account.** It's quick and easy to do once we have your up-to-date mobile and email address in school. You will receive a message with a PIN number. Use this PIN to log into School Gateway.

School Gateway holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

Please do not hesitate to contact the school office if you need assistance on 01782 234984. Thank you for your support.

Yours sincerely

**MR WOOLLACOTT
PRINCIPAL**