



Loudwater Combined School
Learn, Create, Succeed

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New Online Payments System

We know that finding the right change or writing a cheque for the 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. We have decided to use Schoolcomms and School Gateway 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, what is outstanding and make payments directly to us direct by instant bank transfer.

We will be using the new system for payment of all future school trips and also to obtain online consent, where required, for your child to take part in activities. We will be using this method to obtain consent for all children to walk to church for the Christmas service on 17th December so we ask all parents to activate their account in the next few weeks.

Also from 5th January 2016 we will be using the new system for payment for Breakfast Club. We will provide more information on that in the coming weeks.

Getting started

You will need to activate your School Gateway account via the website www.schoolgateway.com or if you have a smartphone you can download the app 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.

It's quick and easy to activate your account. You will need to enter your email address and mobile number that we have on record for you.

When registering for the first time, click on 'New User' when using either the website or mobile app and enter the email address and mobile number. 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.

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 Wizard 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.

We have set up an online consent for the walk to church on 17th December so please ensure you activate your account so that you can provide consent for this activity. You will need to click on payments and you will see this online consent as a nil value item.

Going forward, you will see a record of the payments that you've made and receipts are sent to your registered email address for all transactions you make.

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.

If you have any questions about this, please contact us in the school office or on office@loudwater.bucks.sch.uk