



# Lingfield Primary School

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Dear Parents

Following feedback and requests from Parents I am pleased to advise you that we have introduced a new service - 'School Gateway'.

**This means that you will be able to make payments using any of the following:-**

- **Bank transfer** (which is considerably cheaper for the school)
- **Debit Card** (slightly cheaper for school)
- **Credit card**

**You are also able to view lunch balances and top them up at any time, give online consent for activities such as school trips and make purchases from school using the School Gateway smartphone app or website.**

## **What you need to do now**

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

**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.

**OR**

**Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com)

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 school doesn't have your current email and mobile phone number on record. Please call school and we'll update the details on our system.

Please note that school have not purchased other services offered by this provider such as Text messaging and email, we have solely purchased the online payment system.

We hope that you will find School Gateway a great way to make payments quickly online and via the smartphone app. We hope that it will save parents - and the school - time and money.

Yours faithfully

Phil Thackstone  
Headteacher