



GREENWOOD TREE  
ACADEMY TRUST

Coombe Road  
Puddletown  
Dorset  
DT2 8SA

Headteacher: Sharon Hunt  
Milborne St Andrew First School  
Hopsfield  
Milborne St Andrew  
Dorset  
DT11 0JE

31<sup>st</sup> March 2021

Dear Parents and Carers

Milborne St Andrew First School are using a system called *Schoolcomms/Schoolgateway*, which is a system that will offer parents an online consent and payment method, alleviating paper forms and money being returned to the school office, therefore putting you in control and freeing up admin time. You will be able to access it at any time of day, track how much you have paid, see what is outstanding and make payments directly to us using your debit or credit card. This is now the school's sole payment method for all trips and clubs and any other events that require parent contributions towards the cost.

#### **Getting started:-**

**You will need to register for a School Gateway account from [www.schoolgateway.com](http://www.schoolgateway.com). You will need to enter your email address and mobile number that we have on record for you. Therefore, please update your contact details via SIMS Parent Lite or email the school office.**

When you have entered your email address and mobile number, select the **Send PIN button**, and a PIN number will be sent to your mobile phone. You then use this PIN number to log into the School Gateway to view / make payments.

#### **Payment requests:-**

When there is parental consent and/or money needing to be paid to school by you i.e. for a school trip, 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 notification 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.

The 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.



GREENWOOD TREE  
ACADEMY TRUST

Coombe Road  
Puddletown  
Dorset  
DT2 8SA

Headteacher: Sharon Hunt  
Milborne St Andrew First School  
Hopsfield  
Milborne St Andrew  
Dorset  
DT11 0JE

Page 2:-

### Secure

Your card details are not visible or stored in the *Schoolcomms/Schoolgateway* 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.

If you have any questions about this, please contact the school office on 01258 837362.

Yours faithfully,

Sharon Hunt  
Headteacher

---

## Schoolcomms Parent DATA

I confirm I have downloaded the Schoolgateway app and have been able to access and set-up my account.

Child's name and year group: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Parent's email address: \_\_\_\_\_

Parent's mobile number: \_\_\_\_\_

Parent's signature for giving consent online for trips etc: \_\_\_\_\_

Date: \_\_\_\_\_