Warden House Primary School
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Principal: Mr G M Chisnell MA BA Ed (Hons)
A Primary Academy

30 September 2014

Dear Parents and Carers

Online Payment System

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. At Warden House, 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, what is outstanding and make payments directly to us using your debit or credit card.

Getting started

You will need to register for a School Gateway account from www.schoolgateway.com. You will need to enter your email address and mobile number we have on record for you. Please fill out the slip below to ensure we have the most up-to-date parent contact details.

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

Payment requests

When there is money owing, 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.

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.

If you have more than one child at this school or another school that also use the *Schoolcomms* payment module you can merge the accounts so one log in gives you access to all your children's payment requests and history.

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.

School dinner payments will still need to be paid using the Parentpay system.

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

Yours sincerely

Mr G Chisnell
Principal

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Child's name and registration group: _____ Parent's name: _____

Parent's email address: _____ Parent's mobile number: _____