



# Aston Academy

## Specialising in Maths & Computing

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Dear Parent/Carer

### We are making communication easier, faster and more effective.

I'm pleased to advise that we use the '**School Gateway**' system. This allows you to make online payments via the School Gateway smartphone app or website. You are also be able to view school meal balances and top them up at any time.

We will notify you by text or email when new items such as school trips are available for payment on School Gateway. You will also be able to give online consent, where required, for your child to take part in activities. Initially you will still receive letters and payment envelopes for any trips but you can access the information online also, if you choose.

School Gateway makes it much easier for parents/carers to pay at any time and reduces the amount of cash being carried by students on school premises. It will also save time in school and ensure that payment information is more quickly updated.

### What you need to do now

**Activate** your **School Gateway** account. It's quick and easy to do.

- All you need is your email address and mobile number that the 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. Instructions are on reverse of this letter.

**OR**

- **Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com) and 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 we don't have your current email and mobile phone number on record. Please contact us using the contact details at the top of this letter and we will update your details on our system.

We hope that you will find School Gateway to be an effective, fast and easy way to pay for school items. Please do contact us if you would like further information about School Gateway and creating an account.

Yours faithfully  
Mrs L Burgin  
Assistant Principal



**All adults in school have a responsibility to safeguard and promote the welfare of children.**

## Getting Started – School Gateway

### Phone App

- Search for School Gateway – screen looks like an 8 on its side
- Click on it
- Please enter your mobile number
- Please enter your address
- Click on **NEW USER** tab (once set up will be **EXISTING USER**)
- Schoolcomms will send you a **4 digit PIN** if the information inputted matches what is on our school data system
- If the information does not match then please contact us and we will make the relevant changes
- Please save the PIN text as if you need to access Schoolcomms on another device, you have your PIN available

### Desktop Device

- Search for Schoolcomms – screen looks like an 8 on its side
- Log in
- Click on **NEW USER** tab (once set up will be **EXISTING USER**)
- Schoolcomms will send you a **4 digit PIN** if the information inputted matches what is on our school data system
- If the information does not match then please contact us and we will make the relevant changes