

## **Online Payments**

To make online payments you will need to have downloaded the app and received a pin. You will need this so please keep it safe. The initial set up needs to be done online but this will only need to be done once. Your account number and sort code is required. Go to [WWW.schoolgateway.com](http://WWW.schoolgateway.com) and log in using your pin and email address.

IMPORTANT NOTICE – The money will take 4-5 working days to leave your account each time you make a payment. Please make sure funds are available on that day.

- Click on the shopping trolley under your child's name it will say "1 item payment available"
- A basket will come up click add next to your child's name  
(You do not need to do this for KS1 children)
- Type in the amount you wish to pay (a minimum of £11.50 is required) and add to the basket
- Your child's name will now be "greyed" out. If you have more than one child you will need to repeat the above 2 steps for each child.
- Click view basket and check out
- It will now tell you a direct debit is being set up but money will not automatically be taken from your account
- Enter your sort code and account number.
- Tick the box and check out
- Check the information is correct and you are happy with the date the money will leave your account and submit the payment.
- Check your email for a receipt and please keep for your records.

All further payments can be done via the app.

- Sign in, Click on your child's name
- Click payments, then dinner money
- Type in the amount
- Click next and proceed.
- Check your emails for a receipt.

Any problems or if further help is required please contact the school kitchen on 07508817072 or pop in and see us between 8.30 and 10.30 or call and we can arrange a time.