

## Helpsheet for using the School Gateway

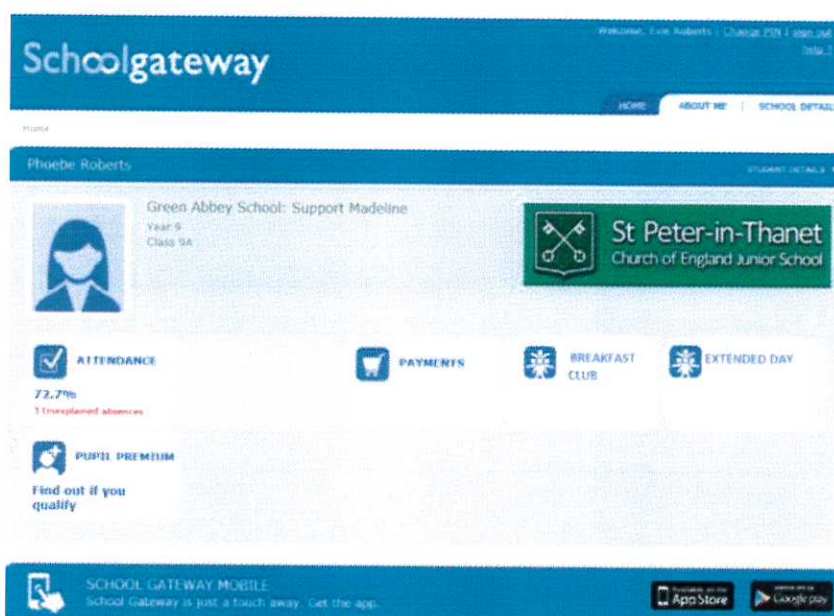
Go the website: [schoolgateway.com](http://schoolgateway.com)

To register click on the 'new user' and enter the e-mail address and mobile number we hold for you. You will be text a pin number to use. Please notify us if any of your contact information changes.

To log in enter the e-mail address we have on record for you and the pin number you have been sent via text from School Gateway. Should you ever forget this it can be reset on the website by clicking on the 'Forgotten Pin?' link below the pin box



Once logged in you will see a screen similar to that below. If your child attends a Club, Breakfast Club, or Extended day you can click on the tiles to see the sessions booked for your child. If you have more than one child you should see each child listed and then by clicking through you can see the information for each.



If you click on to the payment screen it will take you to a screen that looks like the one below. Put a tick in the box against the payment/s you wish to make. For some payments (Breakfast Club & Extended Day) you can amend the amount as the balance is the full balance for the term booked. Payments for these only need to be paid one week in advance. Other clubs are paid for for the whole term and are not able to be amended.

The screenshot shows the 'Schoolgateway' interface for St Peter-in-Thanel Church of England Junior School. The page title is 'Items available for payment'. Below the title, it says 'Please select the item(s) you wish to pay for:'. There are two sections: 'School Fund' and 'School General'. The 'School General' section contains a table with columns: 'Select', 'Description', 'School member', 'Term', 'Due date', and 'Amount'. The table has one row: 'Breakfast Club' with a checked box in the 'Select' column, 'Phoebe Roberts' as the member, '1/1' as the term, '17-02-2014' as the due date, and '£25.00' as the amount. A 'View my basket >>' button is at the bottom right.

Payments are made via an 'Instant Bank Transfer' also called a direct debit. Please note that you will need to make the payment each time money is due - we do not automatically take payments. Enter the bank details and proceed. You will only need to enter the details on the first time of using this.

The screenshot shows the 'Setup Instant Bank Transfer' form. The user is identified as 'Liz Aaron (4SL)'. The form title is 'Setup Instant Bank Transfer' with the instruction 'Enter the bank account details you would like to use for account transfer'. The form is divided into two main sections: 'About you' and 'Bank account details'. The 'About you' section includes fields for 'Firstname' (Matthew), 'Surname' (Warburton), 'Address Line 1' (Schoolcottage, Continental House, Kings Hill), 'City' (Bude), and 'Post Code' (EX23 0LJ). The 'Bank account details' section includes fields for 'Account holder Name' (Matthew Warburton), 'Sort Code' (000000), and 'Account Number' (00000000). There is a checkbox for 'I confirm that I am the account holder and the only person required to authorize debits on this account' which is checked. A 'Proceed' button is at the bottom right.

You will be taken to a confirmation screen where you need to click 'submit'.

Liz Aaron (4SL) ✓ 🛒 £ 🔄 📄 👤 🌟 STUDENT DETAILS ▾

### Direct Debit Confirmation

Please check your bank details are correct

#### Details

Account holder name:	MRS A V HANNAH
Sort code:	535052
Account number:	56633823

Back Submit

**SCHOOL GATEWAY APP - NEW FEATURES...**  
You can now make payments via School Gateway app. Download from your app store.

Available on the App Store | GET IT ON Google play

This means the method of payment is set up and will take you to the payment screen. See below. You will need to click on the make payment button to actually make the payment for the items that you put in your 'basket'

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### Review your payment

#### Payment method - [Change](#)

Instant Bank Transfer: NATIONAL WESTMINSTER BANK PLC x-23      £0.01

Payments made by Instant Bank Transfer will come out of your account approximately 3 days after you confirm the transfer.

Payment for Demo: Primary School , 01288354403

The reference shown on your bank statement will be School Gateway, ref: DemoPrimar

[View a copy of your Direct Debit mandate here.](#)

Return to Basket Make payment

You will then be taken to a confirmation screen like the one below. Please take note of the date the payment will actually leave your account (it's not instant just called instant to confuse everyone!). However, the school system is updated straight away.

**Confirmation**

This payment will be debited on or shortly after: Monday 16 March 2015

Please make sure you have funds available in your account: NATIONAL WESTMINSTER BANK PLC x-23

It will appear on your bank statement as: School Gateway, ref: DemoPrimar

A receipt has been emailed to: antoinette.hannah@schoolcomms.com

You can see a history of the transactions you have made at any time by going to [Payment History](#)

Item	For	Consent	Comment	Amount
After School Year 4 Swimming Club (1/1)	Sophie Aaron	<input checked="" type="checkbox"/>		£0.01
<b>Total Amount</b>				<b>£0.01</b>

[Make another Payment](#)

When logged in you will be able to access a payment history of all payments/transactions you have made.