

Sedlescombe Church of England Primary School

Headteacher: Mrs Caroline Harvey



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Dear Parent/Carers

Introducing School Gateway for all families to book and or pay for: After School Clubs, School Trips, Twilight Club, Breakfast Club.

We are making changes to our booking and payment procedures for Twilight Club, Breakfast Club and also for School trips starting next term, After School Clubs will also be booked on this system as of January 2019.

School Gateway enables parents to book and pay for sessions of Twilight and Breakfast Clubs, After school clubs and trips online and via a smartphone app.

You will also be able to check sessions booked, club spaces and make any necessary payments for these.

What you need to do now

Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone).

OR

Visit the website: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

Can't activate your account?

If you're having trouble activating your School Gateway account, it may be because school doesn't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system.

We hope that you will find School Gateway a valuable way to make bookings and payments at your convenience, there is also lots of support on the School Gateway website.

<https://schoolgateway.co.uk/help/>

Once you have successfully activated your account you can start bookings immediately for Twilight and Breakfast Club for next term.

Yours faithfully
Caroline Harvey

Headteacher

Learning, Loving and Growing Together with God

