



Bernards Heath Junior School

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Letter from Schoolcomms

Dear Parents and Carers

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. **From after half term**, we have decided to use *Schoolcomms* to offer you an online payment method which puts you in control. Not all payments to school will be on the Schoolcomms system, but significant payments such as swimming, dinner money, larger trip payments and music fees will be. 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 that we have on record for you. **This is important as the system will not work if the details which you have given to us do not match the details you register with.**

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 to school by you, we can set up payment requests and you will be notified by 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.

Convenient

You can give your consent for trips online, saving you the need to fill out permission slips and write notes into school about trips. When a trip is due you will be sent an email to let you know that you need to log in to the school gateway and give your consent, it's as easy as that.

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. Depending on your school you will be able to see what meals have been taken by your child and your current meal balance and receive reminders to top up when you are getting low.

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 **does not** entirely remove the need to send money into school with your child. We may still request smaller payments from time to time, such as theatre visits, workshops etc.. **Extra curricular clubs will also not** be on the system as most of these payments are made to outside providers, not the school.

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.

If you have any questions about this, please contact us at the school, and ask to speak to Mrs Wharton or Mrs Hague

Kind regards,

Jean Wharton and Pat Hague