

Due to the popularity of our online payments system we have expanded this facility and you are now able to pay not just for trips and clubs online but also your child's lunch money. If you are already registered for online payments you will need to register again following the instructions below, as we are using a different provider. It is very easy to register and once on the system you have the option to download an app to your mobile phone to make using the system even easier, or you can continue to use your computer as before.

### **Getting started**

- To register you must be the first point of contact and school must also hold your correct mobile number and e-mail address.
- If both parents wish to have equal weighting please indicate this either by e-mail or on the attached slip.
- Register for a School Gateway account from [www.schoolgateway.com](http://www.schoolgateway.com). Ensure that the information you enter matches exactly the data the school has on record for you.
- When you have entered the information select 'send PIN' button. A pin number will be sent to your mobile phone.
- Use this PIN number to log onto the School gateway and view/make payment.

### **Payment requests for trips/revision guides/clubs etc**

When there is money owing to school by you, we can set up payment requests and you will be notified by text or 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 make your payment.

### **Lunch Money**

Select **Lunch Money** to view or top up your child's lunch money account, if you have more than one child at school they are listed individually. Select **Top up lunch money** and you will be redirected to the 'Make a Payment' screen. Money can only be added in multiples of £10, if you wish to top up smaller amounts you will need to use the current system by sending cash into school for loading onto the payments machine by your child. Even when registered online you can still send money in with your child if you prefer.

### **Consent for trips**

You can give your consent for trips online, saving you the need to fill out permission slips. When a trip is due you will be sent a text or an email to let you know that you need to log in to the school gateway and give your consent.

### **Payment records**

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. You will also be able to see what meals have been purchased by your child and their current account balance and receive reminders to top up when you are getting low.

### **Secure**

Your card details are not visible or stored in the *Schoolcomms* or on the John Ruskin 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.

The new system removes the need to send money into school with your child. It also removes the chance of money going astray and it makes it convenient for you to pay when it suits you.

If you have any questions about this, please contact us at the school. The designated person looking after your queries in school is Caroline Lambert.

Yours sincerely,  
M Bailey  
Head teacher