

HERTFORDSHIRE COUNTY COUNCIL
Broxbourne CE Primary School

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Headteacher: Paul Miller

Dear Parents / Carers

Paying money to the school online is simple and easy

Paying for school items online is quicker and easier for you, safer for children and more efficient for the school.

The system is called School Gateway – and it's available for you to use now.

1. Go to www.schoolgateway.com
2. When you visit the School Gateway website for the first time, please select 'New User' and enter your email address and mobile telephone number you have registered with the school
3. The system will send a PIN code to your phone; please enter this PIN code and your account will be activated for you.
4. For your convenience, if you add your card details as an instant transfer (you will need to set this up initially from a PC rather than a mobile phone), you will not then need to enter your card details every time, making the transaction much easier and safer from your mobile phone.

As soon as you've got the system set-up, you'll be able to pay money to the school online rather than send cash or cheques.

If you've recently changed your email address or mobile telephone number, please let us know so we can update our records.

Thank you.

Paul Miller
Headteacher