

HEADTEACHER: CHRIS GREENHALL
ASHLEIGH C OF E (VC) PRIMARY SCHOOL
BEVAN ROAD
BARNSTAPLE
EX32 8LJ

E-mail: admin@ashleigh.devon.sch.uk Telephone: (01271) 345149/329367
Website: ashleighdevon.co.uk Fax: (01271) 329367



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Dear Parents and Carers

Finding the right change or writing a cheque for a school trip or school dinners can be tiresome and time consuming. At school, we use **Schoolcomms** to offer you an **online payment method** which puts you in control. 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** which we must have on record for you.

Please fill out the slip at the bottom to ensure we have the most up-to-date parent contact details.

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 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 pay.

Convenient

When a trip is due you will be sent a text or an email to let you 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 transactions you make.

The new system removes the need to send money into school with your child, removing the chance of money going astray, making it convenient for you to pay when it suits you, from anywhere at any time of day or night.

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. The designated person looking after your queries in school is Mrs Jeffery in the school office.

Please return to the School Office

SchoolComms Communications and Online Payments

Parent name _____

Email address _____

Mobile telephone number _____

Children/s names _____ Class _____

Children/s names _____ Class _____

Children/s names _____ Class _____

Children/s names _____ Class _____

Signature _____ Date _____