

## School Gateway (Schoolcomms) On-Line Payment System

All payments made to college are via our on-line payment system. Payments can be made by more than one person as long as we hold their details on our system and they have parental permission.

Each person will need their own login; this will enable parents to split payments if they require. Each individual will be able to see all payment requests and balances outstanding for their child but will only see the payment history for their own transactions.

**If you have issues making a payment please email [financepsf@clystvale.org](mailto:financepsf@clystvale.org)**

### Catering

You can top up your child's account on-line using School Gateway (this is our preferred method).

**CASHLOADER MACHINE** – due to new COVID control measures put in place, this facility will NOT be available. It is therefore important that you make all payments online, please ensure you add money to your child's dinner account via the School Gateway site BEFORE the start of term if you wish for them to purchase food at the beginning of term.

Whilst you can make payments against your child's catering account via the app, to view balances and to see a breakdown of their food purchases you will need to access the school gateway website (<https://login.schoolgateway.com/0/auth/login>). Select the 'Payments' icon, which will take you to the payments tab. From here choose the 'Lunch Money' tab and this will list all payment history, balances and food purchases. This facility is not currently available via the app, however Schoolcomms is looking into adding this to the app in the near future.

### PayPoint

You will now be able to use PayPoint if you are unable to access the School Gateway site, PayPoint allows you to pay for Dinner Money, School Trips and all other payment requests in various stores across the UK that display the PayPoint Sign. If you have any difficulties using the website please get in touch with the Finance department who can assist you further. We will not be able to accept cash/cheques onsite.

### How to register on School Gateway

**You will need to download the Gateway app or register on the School gateway website**

The College will use the email address and mobile number that we hold on file for anyone who has Parental Responsibility.

The system is flexible and can be accessed in two ways:

#### **Website only access**

Please note that you cannot register on the website unless you have access to a mobile phone and its number is held on our system against your name.

To register, go to <https://login.schoolgateway.com/0/auth/register>

1. Click on NEW USER
2. Enter the email address and mobile number currently held by the College
3. Click SEND PIN

A PIN will be sent to your mobile phone. You will now be able to log on and make payments.

**Schoolgateway** Keeping up with what's going on at school is easier than ever

EXISTING USER | **NEW USER**

Please enter the email address and mobile number that your school(s) contact you on and press the 'Send PIN' button. You will then be sent a new PIN number by text message.

EMAIL ADDRESS

MOBILE  **SEND PIN**



### Via Apple or Android app

If you have an Apple or Android device, you can download an app which will enable you to access the School Gateway directly from your device. The app does not work on BlackBerry or Windows smart devices. You do not need to have registered via the website to download and register the app. This app will give you access to the same range of information as the website.

1. Go to your app store, search for "School Gateway" and download the app (from an iPad please ensure you have the search setting as iPhone only) – this is completely free to download.



2. Press 'Sign Up' then enter the email and mobile number that we hold on record for you. If you are not sure we have the right details, it is best to check first. To check we hold the correct information please login to the SIMS Parent App where you can add/amend your personal data held by the school.
3. Press 'Send PIN'. You will receive a text message with your unique PIN.
4. You're now ready to log in and start using School Gateway.

