

Accessing the School Gateway

To access the Gateway download the App from School Gateway website.

<https://login.schoolgateway.com>

You can find the Gateway on our School website.

Once you have opened up the School Gateway follow the instructions below.

- click on **new user**
- enter you email address
- enter you mobile number
- click SEND PIN

Once you receive your pin, re - login under existing user.

- You will see your child/children's names.
- Click on the club e.g After School Club / Breakfast Club
- Book your dates required
- Make payment

If you have any problems navigating around the Gateway please watch the video through the link below.

<https://schoolgateway.co.uk/help/>

Vouchers

You will need to process your vouchers; once they have been processed with the voucher provider, the voucher will be sent to the schools Administrator who will be able to credit your gateway account. Please send over the reference number and **if you use both clubs you need to inform us of how you would like the funds to be split.**

It is advised that you process your vouchers 2 weeks in advance of booking to allow the voucher to reach the schools account.

Voucher providers ID numbers as below, FYI

Sodexo is 817711

Edenred is P20682337

Care4 is 53077081

Tax Free Child Care

It is advised you process payment 6 weeks in advance of booking to allow the credit to reach the schools account.

Once payment has been received the schools Administrator will be able to credit your account.

When referring to a payment please quote your reference number which should be the first 3 letters of the child's surname plus 5 numbers.

After School Club and Breakfast Club sessions can be booked up to **5.30pm (17.30)** the night before session required.

If an emergency booking is required please contact the club mobile number; **07939 513178**
email afterschoolclub@bowhill.devon.sch.uk

Breakfast Club fee: £3.00 per session per child (2019-20)

After School Club fee: £9.00 per session per child