



Bowhill Primary School
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Headteacher: Miss C Brooks

Dear Parent/Carer

SCHOOL GATEWAY

Here at Bowhill Primary School we use a text and email service – “School Gateway” - which enables us to communicate with parents more quickly and cost effectively via email, text and smartphone app. Parents are also able to make online payments via the School Gateway smartphone app or website. We ask that all of our parents sign up to School Gateway.

Parent/Carers are notified by text or email when new items such as school trips are available for payment on School Gateway. Parent/Carers are also able to give online consent, where required, for their child to take part in activities.

Aside from saving the school time and money on administration, School Gateway makes it easier for parents/carers to pay any time 24-7 and reduce the amount of cash being carried by children on school premises.

It is quick and easy to do. All you need are your email address and mobile number that school holds on record for you. These details are taken from the Admission forms you complete when your child joins Bowhill Primary School, so please ensure these details are provided, clearly written. Once the school office have input your current email and mobile phone number onto our system, you can activate your School Gateway account.

What you need to do :

- **Download the app** – if you have a smartphone, please download School Gateway from your App Store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.

OR

- **Visit the website** – www.schoolgateway.com and click on “New User”. You will receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you have trouble logging in, it may be because the school does not have your current email and mobile phone number on record. Please call the school office and we will update the details on our system.

We hope that you will find School Gateway to be a fast and easy way to pay for school trips, Breakfast Club and After School Club fees.

Thank you.

Joanna Dentith
Headteacher

