



**Wistaston Academy**  
Primary and Nursery School  
Together We Learn + Together We Achieve

### Online Payments System

We are using the parent portal - 'School Gateway'. This means that you will be able to make online payments via the School Gateway smartphone app or website. You will be able to view school meal balances and top them up at any time, and reduce the amount of cash being carried by children on school premises.

#### **What you need to do now**

Activate your School Gateway account. All you need is your email address and mobile number that school holds on record for you.

**Download the app:** If you have an Apple or Android supported smartphone, please download School Gateway from your app store (Apple App Store and Google Play). The app enables you to pay for school items such as dinners, trips, and nursery sessions. You can view messages sent from school and send app messages to school for free.

**When installing the app, please ensure you say yes to allow push notifications, otherwise you will not receive notification of any new messages.**

**Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

We'll notify you by text or email when new items are available for payment.

You will only be able to pay school via Instant Bank Transfer to begin with, and not with debit or credit cards. Cards carry additional transaction fees, and we wish to minimise cost to parents. **To make a payment on the app via Instant Bank Transfer you must first fill in an Instant Bank Transfer mandate on the School Gateway website [www.schoolgateway.com](http://www.schoolgateway.com)**

#### **Can't activate your account?**

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the main office on 685666 to update your details.

We hope that you will find School Gateway to be a fast and easy way to pay for school items.

Kindest regards,

Linda Davis  
Principal