MAIDEN ERLEGH
CHILTERN EDGE
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Dear Parents/Guardians

School Gateway – Online Payments

The school's chosen method for receiving payments is currently via the 'School Gateway'. This enables you to make online payments via the School Gateway smartphone app or website. We will notify you by letter, text or email when new items such as school trips or tickets for events are available for payment. **You will also be able to give online consent**, where required, for your child to take part in school activities.

In addition to saving the school time and money on administration, School Gateway also makes it easier for you to pay any time 24 hours a day, 7 days per week and reduces the amount of cash being carried by children on school premises.

What you need to do now
Activate your School Gateway account. It's quick and easy to do. All you need is your email address and mobile number that the school holds on record for you.

- **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. The PIN number is only required on first set up, this will be sent to you when you have entered the details required on the app.
OR
- **Visit the website**: www.schoolgateway.com, and click on 'New User'. Enter your email address and mobile phone number and click send PIN. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

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 contact Reception, and we will make sure we have your correct details, and help you through the process.

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

Yours faithfully

Maiden Erlegh Chiltern Edge