

# HERTFORDSHIRE COUNTY COUNCIL

**Headteacher:**  
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**Use postcode SG2 9BN**

14<sup>th</sup> September 2018

Dear Parent/Carer

## School Gateway for Parents

We are trying to make communication easier, faster and more effective. All letters from school will be sent via email to our parents. It is therefore very important that you let us have your most up to date email address. You may also, from time to time, receive text messages and again, we must have your up to date mobile number too.

You can make payments via credit and debit card, view lunch balances and give online consent for activities such as school trips.

### **Activate your School Gateway account**

It is quick and easy to do. All you need are your email address and mobile number that 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.

OR

- 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 log into School Gateway.



If you have a smartphone, both you and school can save money when you download the School Gateway app for your smartphone (Android and iPhone). Using the app means we can send you app messages that you can reply to, for FREE.

If you do not have a smartphone, you will still receive emails and text messages from the school.

If you are having trouble logging in, it may be because we do not have your current email and mobile phone number on record. Please call the school office and we will check and if necessary 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 items as well as an effective form of communication with the school.

Should you have any questions please do not hesitate to contact me.

Yours sincerely

Kellie Ransom  
Office Manager / PA to the Headteacher