



*Expect the Best*

# New Road Primary School

Executive Headteacher: Mr R Litten  
Deputy Executive Headteacher: Mrs R Bains

9<sup>th</sup> January 2019

Dear Parent/Carer

## Important Information about Payments

As you are already aware the Whittlesey branch of Lloyds Bank closed some time ago and other branches in the area have also been closed. Therefore, in line with the other schools in the Aspire Learning Trust, our school will be changing to a completely cashless system.

**From Monday the 4<sup>th</sup> of February 2019 the school will not be accepting cash or cheque payments. After that date all payments for dinner money and school trips must be made online on the School Gateway at [www.schoolgateway.com](http://www.schoolgateway.com)**

There are a number of benefits for parents/carers when paying online i.e. no more lost cash, time will be saved, payments can be made at your convenience and your child's account balance can be monitored using [www.schoolgateway.com](http://www.schoolgateway.com). You will also be able to give online consent, where required, for your child to take part in activities.

## What you need to do now –

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

**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 email the school and we'll update the details on our system.**

If you do not have access to a computer or the internet we are happy to allow you to use a school computer to make payments. The office staff will be available to help with this process if required.

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

Yours sincerely

Mr R Litten  
Executive Headteacher

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