



# FEARNHILL SCHOOL

Headteacher – Ms E Ellis BA, MA

Our ref: HRW/SCR

November 2020

Dear Parent/Carer,

## School Gateway - Payments on line

Fearnhill School operates a cashless system for payment of school lunches, school trips, music lessons, book orders etc. During the current pandemic we are unable to accept cash or cheques and ask that all payments are made via the School Gateway App.

### To use this payment method you will need to take the following steps:

1. Please ensure the school has an accurate record of your email address and mobile phone number. The best way to do this is by visiting the school's website, scroll down the front page and complete the fields in the green box; the school will do the rest. You will receive notification from the School when you can register for a School Gateway account.
2. Once you have received this notification, search for "School Gateway" in the Apple App Store/Google Play or on your phone go to [www.schoolgateway.com/apple](http://www.schoolgateway.com/apple) (Apple) or [www.schoolgateway.com/android](http://www.schoolgateway.com/android) (Android). If you are asked, say yes to "Allow Push Notifications". You will receive a PIN code via text to your phone which will be required at step 3.
3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school.
4. Enter your PIN code and the app will be activated for you. As soon as you have got the system set up, all of the text messages we send you will appear in the app; you will receive notifications/alerts as normal.

If you need any technical assistance please email [ictsupport@fearnhill.herts.sch.uk](mailto:ictsupport@fearnhill.herts.sch.uk)

### To make payments:-

5. Log in to School Gateway App using pin (can be reset if number forgotten) and a list of accounts will appear, select the child for whom you wish to make a payment and follow the on screen instructions. Payments can be made by either debit/credit card or direct debits can be set up.

Thank you for your support in using the School gateway. Please do not hesitate to contact the finance office if you require any further information.

Yours faithfully

**Mrs H Rainbow**  
Business Manager

Icknield Way, Letchworth Garden City, Hertfordshire SG6 4BA

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