

2<sup>nd</sup> September 2021

Dear parent/carer,

### **Year 7 School lunches – School Gateway**

I am writing to inform you of the steps which you need to take in order to add funds to your child's lunch account. **Please note that this will only be possible once your child has gone "live" on our system, which will be Monday 6<sup>th</sup> September.**

As mentioned in a previous letter, we will be providing a free lunch to Year 7 students on the Monday in order to give you time to set up lunch accounts.

In order to access our school payment software you will need to go to:

<https://login.schoolgateway.com/0/auth/login>

There is also an app available on both iOS and Android named "School Gateway".

You will then need to select "new user" and enter your email address and mobile number. These credentials must match those that you have provided to use on your pre-admission paperwork. If your details need to be updated please contact the school.

Once you have logged in you will be able to navigate to payments, and should see the "School lunches 2021 -22" option. Selecting this will allow you to add funds to your child's lunch account.

Yours sincerely,



Mr C Taylor  
Office Manager