



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
The Hallam Schools' Partnership Academy Trust

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Dear parent/Guardian

Paying money to the school online is simple and easy.

You can make payments online to the school for all dinner money and most school trips. Paying for school items online is quicker and easier than you, safer for children and more efficient for the school.

The system is called school Gateway, which is provided by schoolcomms – and it's available for you to use NOW.

1. Go to www.schoolgateway.com or the online payment link on the school website.
2. When you visit the School Gateway website for the first time, please select 'New User' and enter your email address and mobile telephone number you have registered with the school.

If it doesn't recognise you, please get in touch with the school to confirm or update your email address and mobile telephone number we have on record.

3. The new online system will send a pin code to your phone; please enter this PIN code and your account will be activated for you.

As soon as you've got the system set-up, you'll be able to pay money to the school online rather than send cash or cheques.

Further instructions are available on our website.

We also recommend you take the opportunity to download the SchoolGateway App which is available for Android (2.3/Gingerbread or better) and Apple (iPhone 3GS or better, iPod Touch 3 or better, iPad)

Any texts sent from school will then be kept in here freeing up your inbox and you can now make payments via which App!

Thank you

Holy Trinity