



# Schoolcomms and Schoolgateway Booklet

## Schoolcomms – Messaging services

We have implemented 'Schoolcomms' a school communication system to inform parents of events happening in school. This will enable you to receive communications from school quickly and reliably. It will enable us to send letters by email to your inbox and short messages directly to your mobile phone as a text message.

You will

- Get a short text message if we need to contact you urgently
- Send us any reasons for absence via text or email
- Receive letters more reliably and promptly
- See letters in your inbox like any other email
- Be able to reply by email or text
- Not receive any spam or marketing material. Your details will not be used for any other purpose than school business

We can

- Contact you urgently when necessary
- Save money on admin time, printing and paper

The school will use the email address and mobile number that we hold for the first named contact for your child/ren on our database. It is extremely important that if you change your contact details you let the school office know as soon as possible.

## Schoolgateway – Payment and consent for school trips, clubs and Cullercoats Childrens Club(before and after school club)

A big thank you to all of you who have already signed up to the Schoolgateway. Currently 90% of you have accessed and made use of this service saving the School Office valuable time and money that can now be used more effectively and efficiently to aid the education of your child.

**If you have not already registered with the Schoolgateway, please follow the simple instructions below;**

### **Payments to school for trips and activities via credit or debit card**

Please register for the 'Schoolgateway'. This means that as well as receiving emails and text messages, you will be able to make online payments via the Schoolgateway Smartphone app or website and also give consent and home time arrangements for visits and clubs. You will also be able to view school trip/activity balances online and top them up as and when required.

### **What you need to do now**

**This applies to the Parent/Carer who is listed as the number 1 contact on the child's record at school**

*Download the app:* if you have a smartphone, please download the Schoolgateway from your app store (Android and iPhone.) The app shows the same information as the website PLUS you can send app messages to the school for FREE – this will also save the school money when we send text messages.

OR

Visit the website: [www.schoolgateway.com](http://www.schoolgateway.com)

Can't activate your account?

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 contact Miss Lisle at [Sophie.lisle@ntlp.org.uk](mailto:Sophie.lisle@ntlp.org.uk) and she will update the details on our system.

PLEASE SAVE THE EMAIL OR MAKE A NOTE OF THE DETAILS SO THAT YOU CAN KEEP TRACK OF WHAT YOU HAVE SIGNED YOUR CHILD UP FOR, WE FIND WRITING THE INFORMATION ONTO A CALENDAR STUCK TO THE FRIDGE OR PUTTING THE DETAILS INTO A MOBILE PHONE CALENDAR IS PERFECT.

ALL Clubs and visits have an expiry date which will be stated in the EMAIL, please complete details by this date as it will no longer be visible on the Schoolgateway once this date has passed.

We hope that this guide covers all of your queries, please contact us if there is anything you need help with 2008721.

**Please follow the instructions ahead for using the Schoolgateway app and website.**

**Please note that going into the "Payments" option on both the website and the app and paying for a club via this screen will only top up your club balance and will NOT book your child onto any sessions. **YOU MUST BOOK A SESSION BEFORE YOU PAY.** Failing to book a session will result in your child not being allocated a place.**

## How to book and pay for trips and clubs on the Schoolgateway APP

If you have multiple children the first screen you will see after logging in is a list of your children. To start tap on the relevant child and then on the next menu you should see a list of options including "payments" (where school trips will be), and below a list where all the clubs your child has been enrolled on ( if you cannot see this, ring school office)

From here the booking process is almost identical to the website. (see print screen instructions on pages

### Giving consent for a school trip

Click in payments (even if the trip does not require payment)

Click on relevant trip

Tick consent box

Write relevant comment e.g. egg sandwich

If trip requires payment – enter card details and click proceed

A receipt will be emailed to you for confirmation of your payment

### Booking a club

Scroll down the home screen and click on relevant club. **Please note that going into the "Payments" option on both the website and the app and paying for the club via this screen will only top up your club balance and will NOT book your child onto any sessions. YOU MUST BOOK A SESSION BEFORE YOU PAY. Failing to book a session will result in your child not being allocated a place.**

Make a booking

Select session (you only need to select the one session, do not need to select all sessions)

Click on book

If the club requires payment - Click pay now

Select the club you wish to pay for

Click consent

Write relevant comment in comments box e.g. egg sandwich

Enter card details and proceed

Receipt will be emailed to you for confirmation of your payment

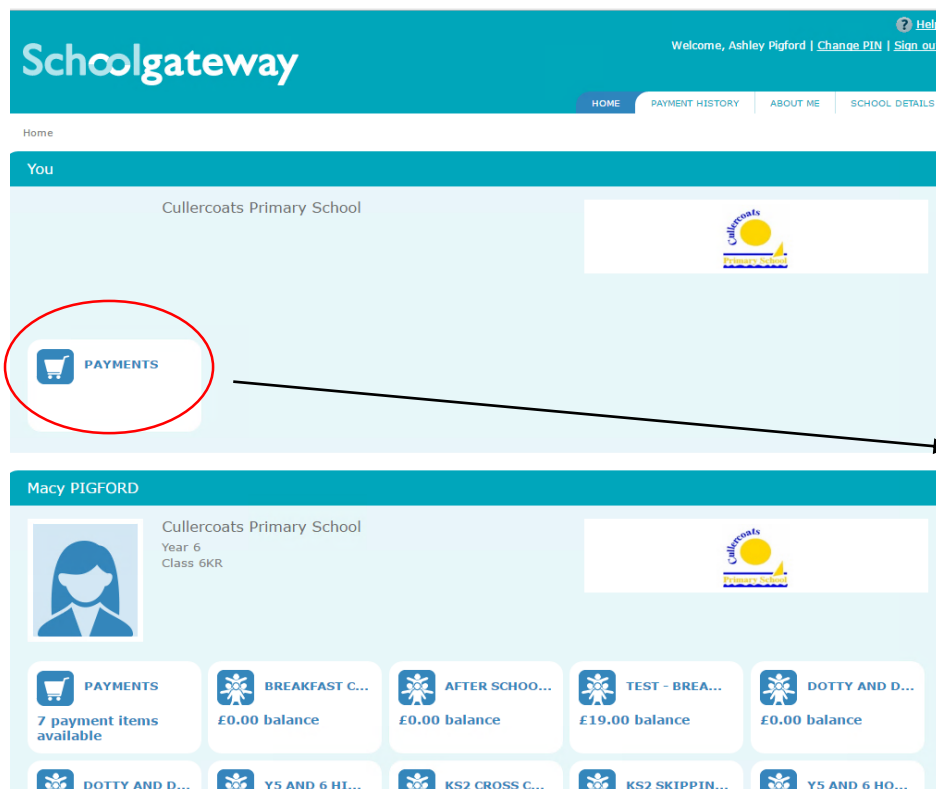
## How to book and pay for trips and clubs on the Schoolgateway **WEBSITE**



Click on new user if it is your first time using the Schoolgateway.

If you have forgotten your pin, it will be resent to your phone as a text message

## How to give consent and pay for a *school trip* (even if there is no money involved for the trip)



1. Click on payments (even if the trip you are giving consent for does not require payment)

**Schoolgateway** This is where the trip(s) will show

Welcome, Ashley Pigford | [Change PIN](#) | [Sign out](#)

HOME | PAYMENT HISTORY | ABOUT ME | SCHOOL DETAILS

Home > Payments

You

Payments for Cullercoats Primary School

Select items to view their details and add them to your basket or to make changes to your basket content.

In basket?	Item	For	Due	Instalment	Amount
<a href="#">Add</a>	Climbing Wall Trip	Macy PIGFORD	7 September 2017	1/1	£49.50
<a href="#">Add</a>	Great North Museum Trip	Macy PIGFORD	13 September 2017	1/1	£1.00
<a href="#">Add</a>	Rising Sun Country Park Trip	Macy PIGFORD	14 September 2017	1/1	£1.00
<a href="#">Add</a>	Trip	Macy PIGFORD	14 September 2017	1/1	£1.00
<a href="#">Add</a>	Trip	Macy PIGFORD	14 September 2017	1/1	Consent Only
<a href="#">Add</a>	Trip	Macy PIGFORD	31 March 2018	1/1	£7.00
<a href="#">Add</a>	Trip	Macy PIGFORD	31 March 2018	1/1	£5.00

[View Basket](#)

2. Add the trip to basket

3. View basket

**Schoolgateway**

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HOME | PAYMENT HISTORY | ABOUT ME | SCHOOL DETAILS

Home > Payments

You

Payments for Cullercoats Primary School

Select items to view their details and add them to your basket or to make changes to your basket content.

gateway £1

Please review the details below.

**For:** Macy PIGFORD

**Due Date:** 14 September 2017

**Event Date:** 14 September 2017

**Amount:** £1.00

**Instalment:** 1 of 1

**Consent:** \*

**Comment:** \*

[Cancel](#) [Add to Basket](#)

In basket?	Item	For	Due	Instalment	Amount
<a href="#">Add</a>	Dotty AND Dibble	Macy PIGFORD	14 September 2017	1	£49.50
<a href="#">Add</a>	test ex curr £1	Macy PIGFORD	14 September 2017	1	£1.00
<a href="#">Add</a>	gateway £1	Macy PIGFORD	14 September 2017	1	£1.00
<a href="#">Add</a>	test £1	Macy PIGFORD	14 September 2017	1	£1.00
<a href="#">Add</a>	test free	Macy PIGFORD	14 September 2017	1	Consent Only
<a href="#">Add</a>	After School Club	Macy PIGFORD	31 March 2018	1	£7.00
<a href="#">Add</a>	Breakfast Cullercoats Childrens Club	Macy PIGFORD	31 March 2018	1	£5.00

[View Basket](#)

4. Click consent box and write relevant comment in the comments box e.g. – egg sandwich

5. Add to basket

You

### Payments for Cullercoats Primary School

Select items to view their details and add them to your basket or to make changes to your basket content.



In basket?	Item	For	Due	Instalment	Amount
<a href="#">Add</a>	Dotty AND Dibble Thursdays 14 September-19 October	Macy PIGFORD	7 September 2017	1/1	£49.50
<a href="#">Add</a>	test ex curr £1	Macy PIGFORD	13 September 2017	1/1	£1.00
<a href="#">Remove</a>	gateway £1	Macy PIGFORD	14 September 2017	1/1	£1.00
<a href="#">Add</a>	test £1	Macy PIGFORD	14 September 2017	1/1	£1.00
<a href="#">Add</a>	test free	Macy PIGFORD	14 September 2017	1/1	Consent Only
<a href="#">Add</a>	After School Club - Cullercoats Childrens Club	Macy PIGFORD	31 March 2018	1/1	£7.00
<a href="#">Add</a>	Breakfast Cullercoats Childrens Club	Macy PIGFORD	31 March 2018	1/1	£5.00

[View Basket](#)

This confirms you have given consent

6. Click view basket



SCHOOL GATEWAY APP - NEW FEATURES...

You can now make payments via School Gateway app. Download from your app store.



# Schoolgateway

Welcome, Ashley Pigford | [Change PIN](#) | [Sign out](#)

You

### Payments Summary

Please review the items in your basket and confirm that all of the details are correct.

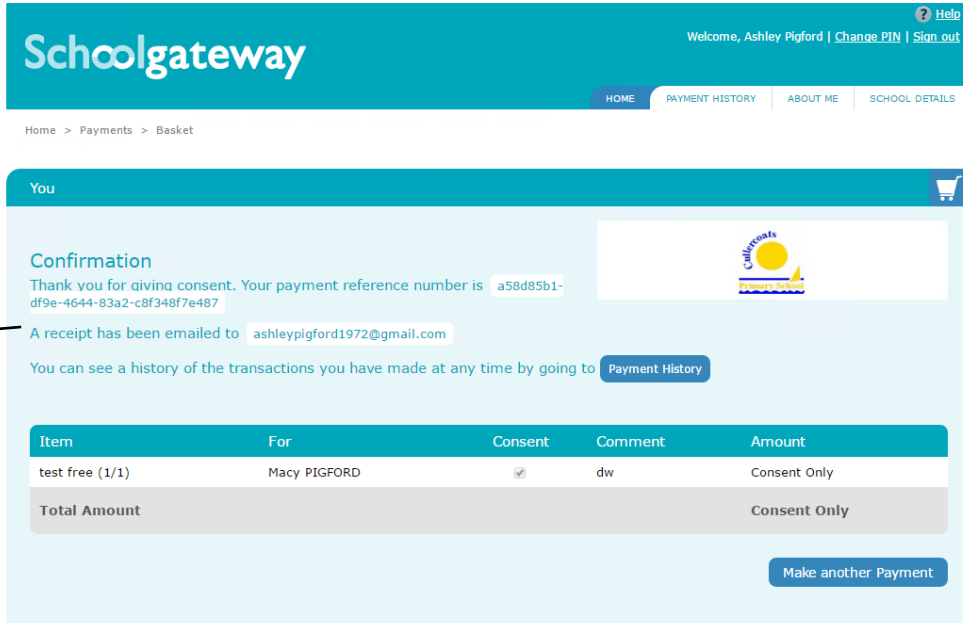
Press Checkout in order to enter your payment details.

Item	For	Consent	Comment	Amount
gateway £1 (1/1)	Macy PIGFORD	<input checked="" type="checkbox"/>	dddddd	£1.00
<b>Total Amount</b>				<b>£1.00</b>

[Return to the list of payments](#)

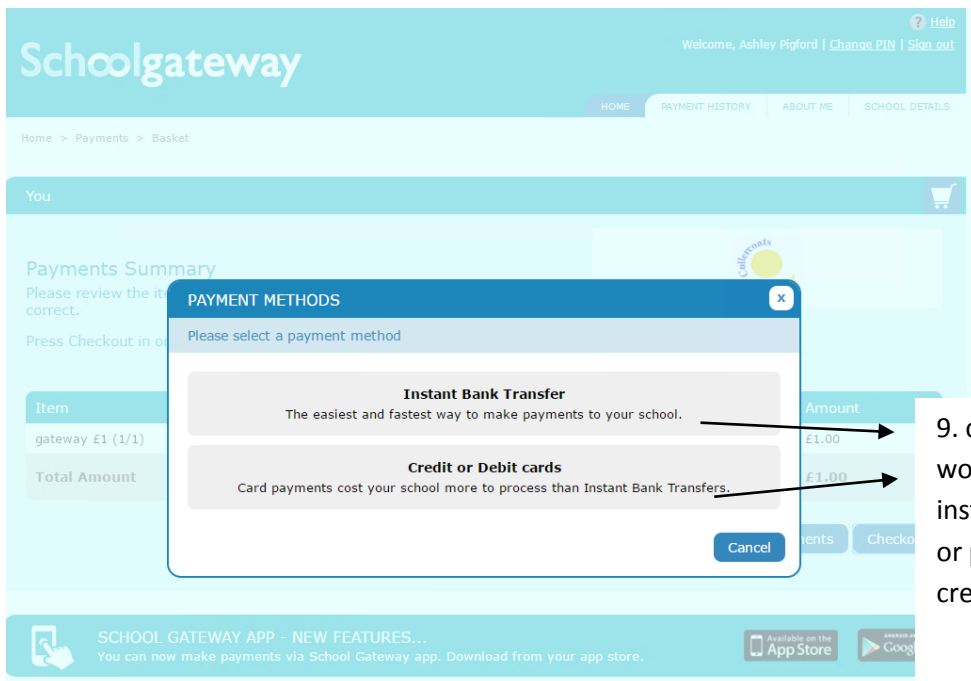
[Checkout](#)

7.click checkout



8. Confirmation will be sent to your email address

If the trip is chargeable:



9. choose whether you would like to do an instant bank transfer or pay by debit or credit card

## Paying by credit or debit card:

10. select payment method

**sage pay** Schoolgateway

Transaction Details

To Pay For : This transaction will appear on your card statement as ISUZ/SchoolGateway  
Amount : 1.00 GBP

Select Payment Method

Please click below to select the type of card you wish to use.

VISA  VISA DEBIT  VISA ELECTRON  MasterCard  MasterCard  Maestro

Please only click the cancel button below if you intend to abort this payment process.

[FAQs](#)

If your browser is not showing the secure padlock on your screen click on this padlock.

**sage pay** Schoolgateway

Transaction Details

To Pay For : This transaction will appear on your card statement as ISUZ/SchoolGateway  
Amount : 1.00 GBP

Enter Card Details

Card Number:\*

Card Type: Visa

Firstname:\*

Surname:\*

Valid from: Month:  Year:

Expiry date:\* Month:  Year:

Security Code:\*

[FAQs](#)

11. enter details

12. click proceed

## Instant bank transfer:

**Setup Direct Debit**  
Instant Bank Transfer uses the Direct Debit system to collect the payment from your bank account. Please enter your bank account details to set this up. You will not need to complete this stage when making future payments by Instant Bank Transfer.

**About you**

Firstname: \*  
Surname: \*  
Address Line 1: \*  
City: \*  
Postcode: \*

**Bank account details**

Account Holder Name: \*  
Sort Code: \*  
Account Number: \*

I confirm that I am the account holder and the only person required to authorize debits on this account

Your payments are protected by the [Direct Debit guarantee](#)

**Checkout**

2. Click checkout and you will receive an email for confirmation

**Booking a club – You must book first then pay to ensure your child has a place – failure to book a session will result in your child not being allocated a place**

**Do not click into 'payments' box before booking a club space first.**

Where all clubs will show

**1. Select club**

Macy PIGFORD  
Cullercoats Primary School  
Year 6  
Class 6KR

<b>PAYMENTS</b> 7 payment items available	<b>BREAKFAST C...</b> £0.00 balance	<b>AFTER SCHOO...</b> £0.00 balance	<b>TEST - BREA...</b> £19.00 balance	<b>DOTTY AND D...</b> £0.00 balance
<b>DOTTY AND D...</b> £0.00 balance	<b>Y5 AND 6 HI...</b> £0.00 balance	<b>KS2 CROSS C...</b> £0.00 balance	<b>KS2 SKIPPIN...</b> £0.00 balance	<b>Y5 AND 6 HO...</b> £0.00 balance
<b>Y4 5 AND 6 ...</b> £0.00 balance	<b>TEST EX CUR...</b> £0.00 balance	<b>TEST EX CUR...</b> -£2.00 balance		

Macy PIGFORD

Y4 5 AND 6 Girls Football 22 Sept-20 Oct  
The current balance is £0.00

Top up

Macy is currently booked onto 0 future sessions.

Select sessions by clicking on the days below

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Sep 2017	12 Sep 2017	13 Sep 2017	14 Sep 2017	15 Sep 2017	16 Sep 2017	17 Sep 2017
18 Sep 2017	19 Sep 2017	20 Sep 2017	21 Sep 2017	22 Sep 2017 Available Click to select	23 Sep 2017	24 Sep 2017

BACK TO TOP ↑

Transactions

Date	Description	Type	Amount
There is no transaction history for this club			

\* Please note that the information on this page will be updated shortly after making a payment.

2. Book session-the club only needs to be booked once, you do not need to book all of the sessions

Y4 5 AND 6 Girls Football 22 Sept-20 Oct  
The current balance is £0.00

Top up

Macy is currently booked onto 0 future sessions.

Sessions selected  
Cost: £0.00

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Sep 2017	12 Sep 2017	13 Sep 2017	14 Sep 2017	15 Sep 2017	16 Sep 2017	17 Sep 2017
18 Sep 2017	19 Sep 2017	20 Sep 2017	21 Sep 2017	22 Sep 2017 Available Click to select	23 Sep 2017	24 Sep 2017

BOOKING CHOICES

- Y4 5 & 6 Girls Football Fridays 22 Sept-20 Oct. Walk home alone £0.00
- Y4 5 & 6 Girls Football Fridays 22 Sept-20 Oct. Collect from Cullercoats Childrens Club £0.00
- Y4 5 & 6 Girls Football Fridays 22 Sept-20 Oct. Collect from School at 4:30pm £0.00

Transactions

Date	Description	Type	Amount
There is no transaction history for this club			

\* Please note that the information on this page will be updated shortly after making a payment.

3. Select home time arrangements

Macy PIGFORD

Y4 5 AND 6 Girls Football 22 Sept-20 Oct  
The current balance is £0.00

Top up

Macy is currently booked onto 0 future sessions.

SELECT ALL UNSELECT ALL

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Sep 2017	12 Sep 2017	13 Sep 2017	14 Sep 2017	15 Sep 2017	16 Sep 2017	17 Sep 2017
18 Sep 2017	19 Sep 2017	20 Sep 2017	21 Sep 2017	22 Sep 2017 Selected Y4 5 & 6 Girls Foo... £0.00	23 Sep 2017	24 Sep 2017

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Transactions

Date	Description	Type	Amount
There is no transaction history for this club			

\* Please note that the information on this page will be updated shortly after making a payment.

1  
Sessions selected  
Cost £0.00  
BOOK SELECTED SESSIONS

4. Book selected sessions – if you are unable to select a session, this means the club is full

Y4 5 AND 6 Girls Football 22 Sept-20 Oct  
The current balance is £0.00

Top up

Macy is currently booked onto 1 future sessions.

SELECT ALL UNSELECT ALL

BOOK SELECTED SESSIONS

There are currently no sessions available to book for this club. Please contact the school office.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Sep 2017	12 Sep 2017	13 Sep 2017	14 Sep 2017	15 Sep 2017	16 Sep 2017	17 Sep 2017
18 Sep 2017	19 Sep 2017	20 Sep 2017	21 Sep 2017	22 Sep 2017 Booked Y4 5 & 6 Girls Foo... £0.00	23 Sep 2017	24 Sep 2017

BACK TO TOP ↑

Transactions

Date	Description	Type	Amount
There is no transaction history for this club			

\* Please note that the information on this page will be updated shortly after making a payment.

Box will turn green when successfully booked

Y4 5 AND 6 Girls Football 22 Sept-20 Oct  
The current balance is £0.00

Top up

Macy is currently booked onto 0 future sessions.

1 Sessions selected  
Cost £0.00

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

Monday	Tuesday	Saturday	Sunday
11 Sep 2017	12 Sep 2017	16 Sep 2017	17 Sep 2017
18 Sep 2017	19 Sep 2017		

**1 Sessions selected**  
Total cost: £0.00

To secure your session bookings for Macy please confirm you wish to 'BOOK NOW' below.

**BOOK NOW**

Click book now

BACK TO TOP ↑

Transactions

Date	Description	Type	Amount
There is no transaction history for this club			

\* Please note that the information on this page will be updated shortly after making a payment.

Schoolgateway

Welcome, Ashley Pigford | Change PIN | Settings

HOME PAYMENT HISTORY ABOUT ME SCHOOL D

Home > Payments

Macy PIGFORD

Payments for Cullercoats  
Select items to view their details changes to your basket content.

test 09099

Please review the details below.

Please be aware that your sessions will not be booked until a successful payment has been made.

**For:** Macy PIGFORD

**Due Date:** 18 September 2017

**Amount: \*** £ 1.00

**Instalment:** 1 of 1

**Consent: \***

**Comment: \***

Cancel Add to basket

Enter amount and give consent and write relevant comment in comments box e.g. egg sandwich

In basket?	Item	Instalment	Amount
<input type="checkbox"/>	test ex curr		£1.00
<input type="checkbox"/>	test5678		£1.00
<input type="checkbox"/>	gateway £1		£1.00
<input type="checkbox"/>	test £1		£1.00
<input type="checkbox"/>	test1009		£1.00
<input type="checkbox"/>	test44		£1.00
<input type="checkbox"/>	test 09099		£1.00
<input type="checkbox"/>	After School Club - Cullercoats Childrens Club	Macy PIGFORD	31 March 2018
		1/1	£7.00

## Payments for Cullercoats Primary School

Select items to view their details and add them to your basket or to make changes to your basket content.



In basket?	Item	For	Due	Instalment	Amount
<a href="#">Add</a>	test ex curr £1	Macy PIGFORD	13 September 2017	1/1	£1.00
<a href="#">Add</a>	test5678	Macy PIGFORD	14 September 2017	1/1	£1.00
<a href="#">Add</a>	gateway £1	Macy PIGFORD	14 September 2017	1/1	£1.00
<a href="#">Add</a>	test £1	Macy PIGFORD	14 September 2017	1/1	£1.00
<a href="#">Add</a>	test1009	Macy PIGFORD	15 September 2017	1/1	£1.00
<a href="#">Add</a>	test44	Macy PIGFORD	15 September 2017	1/1	£1.00
<a href="#">Remove</a>	test 09099	Macy PIGFORD	18 September 2017	1/1	£1.00
<a href="#">Add</a>	After School Club - Cullercoats Childrens Club	Macy PIGFORD	31 March 2018	1/1	£7.00
<a href="#">Add</a>	Breakfast Cullercoats Childrens Club	Macy PIGFORD	31 March 2018	1/1	£5.00

[View Basket](#)

Click view basket

# Schoolgateway

Welcome, Ashley Pigford | [Change PIN](#) | [Sign out](#)

[HOME](#) | [PAYMENT HISTORY](#) | [ABOUT ME](#) | [SCHOOL DETAILS](#)

Home > Payments > Basket

Macy PIGFORD



## Payments Summary

Please review the items in your basket and confirm that all of the details are correct.

Press Checkout in order to enter your payment details.

Item	For	Consent	Comment	Amount
test 09099 (1/1)	Macy PIGFORD	<input checked="" type="checkbox"/>	ddd	£1.00
<b>Total Amount</b>				<b>£1.00</b>

[Return to the list of payments](#)

[Checkout](#)

Click checkout and a receipt will be emailed to you for confirmation of payment



SCHOOL GATEWAY APP - NEW FEATURES...

You can now make payments via School Gateway app. Download from your app store.



## HOW TO BOOK AND PAY FOR CULLERCOATS CHILDREN'S CLUB (BEFORE AND AFTER SCHOOL CLUB)

The majority of parents/carers are already registered and accessing the School Gateway website or the app already as we have been using this same system for some time now. If you would like your child to attend Cullercoats Children's Club for either breakfast or after school club, then to be able to book sessions, you will need to load up the School Gateway via the website ([www.schoolgateway.com](http://www.schoolgateway.com)) or the app.

**SESSIONS MUST BE BOOKED AT LEAST 24 HOURS IN ADVANCE**

### Club opening times

Breakfast Club – 7.30 – 9am Mon-Fri  
Afterschool club – 3.30 – 5.30 Mon-Thurs  
Afterschool club – 3.30 – 5pm Friday

### Website

Once on the School Gateway home screen you will see your child and a number of different options including each of the clubs your child is enrolled on (This will also include **separate** clubs for breakfast club and afterschool club). If you cannot see this, it may be due to not having parental responsibility enabled in SIMS (If this is the case, please contact the school office for support)

### APP

If you have multiple children the first screen you will see after logging in is a list of your children. To start tap on the relevant child and then on the next menu you should see a list of options including “payments”, and all the clubs your child has been enrolled on (again if you cannot see this, please contact us to check your parental responsibility in SIMS).

The screenshot shows the School Gateway website interface. At the top, there's a navigation bar with 'Cullercoats Primary School' and a logo. Below that, a 'PAYMENTS' button is visible. The main content area is for a user named 'Macy PIGFORD', showing her profile picture and details: 'Cullercoats Primary School, Year 5, Class 5AF'. Below the profile, there are several club cards, each with a flower icon and a balance of £0.00. The clubs listed are: 'Y5 CRICKET', 'Y5 LP DANCE', 'TEST', 'Y5 NUFC FOOTBALL', 'BREAKFAST CLUB', 'AFTER SCHOOL CLUB', and 'TEST - BREAKFAST CLUB'. A blue box highlights the 'TEST' club, and a blue arrow points from the text above to this club. At the bottom, there's a banner for the 'SCHOOL GATEWAY APP - NEW FEATURES...' with download links for the App Store and Google Play.

Once you have selected club required, you will see a list of dates. You will need to scroll down to see available sessions.

The screenshot shows a web browser window with the URL <https://login.schoolgateway.com/0/clubs/3159539/15446238>. The page displays a calendar grid of sessions. A blue arrow points to the 'Available' status of the 05 Sep 2017 session.

28 Aug 2017	29 Aug 2017	30 Aug 2017	31 Aug 2017	01 Sep 2017	02 Sep 2017	03 Sep 2017
04 Sep 2017	05 Sep 2017 <b>Available</b> Click to select	06 Sep 2017 <b>Available</b> Click to select	07 Sep 2017 <b>Available</b> Click to select	08 Sep 2017 <b>Available</b> Click to select	09 Sep 2017	10 Sep 2017
11 Sep 2017 <b>Selected</b> 8:00 am - 9: am £5.00	12 Sep 2017 <b>Selected</b> 8:00 am - 9: am £5.00	13 Sep 2017 <b>Selected</b> 8:00 am - 9: am £5.00	14 Sep 2017 <b>Available</b> Click to select	15 Sep 2017 <b>Available</b> Click to select	16 Sep 2017	17 Sep 2017
18 Sep 2017 <b>Available</b> Click to select	19 Sep 2017 <b>Available</b> Click to select	20 Sep 2017 <b>Available</b> Click to select	21 Sep 2017 <b>Selected</b> 7:30 Am - 9:00 am £6.00	22 Sep 2017 <b>Selected</b> 7:30 Am - 9:00 am £6.00	23 Sep 2017	24 Sep 2017
25 Sep 2017 <b>Available</b> Click to select	26 Sep 2017 <b>Available</b> Click to select	27 Sep 2017 <b>Available</b> Click to select	28 Sep 2017 <b>Available</b> Click to select	29 Sep 2017 <b>Available</b> Click to select	30 Sep 2017	01 Oct 2017
02 Oct 2017 <b>Available</b> Click to select	03 Oct 2017 <b>Available</b> Click to select	04 Oct 2017 <b>Available</b> Click to select	05 Oct 2017 <b>Available</b> Click to select	06 Oct 2017 <b>Available</b> Click to select	07 Oct 2017	08 Oct 2017
09 Oct 2017 <b>Available</b> Click to select	10 Oct 2017 <b>Available</b> Click to select	11 Oct 2017 <b>Available</b> Click to select	12 Oct 2017 <b>Available</b> Click to select	13 Oct 2017 <b>Available</b> Click to select	14 Oct 2017	15 Oct 2017
16 Oct 2017 <b>Available</b> Click to select	17 Oct 2017 <b>Available</b> Click to select	18 Oct 2017 <b>Available</b> Click to select	19 Oct 2017 <b>Available</b> Click to select	20 Oct 2017 <b>Available</b> Click to select	21 Oct 2017	22 Oct 2017
23 Oct 2017	24 Oct 2017	25 Oct 2017	26 Oct 2017	27 Oct 2017	28 Oct 2017	29 Oct 2017

You can then click on the required session, you will need to select which time slot you require – snapshot below shows Breakfast Club sessions available and cost.

The screenshot displays a web browser window with the URL <https://login.schoolgateway.com/0/clubs/3159539/15446235>. The main content is a calendar grid showing dates from 24 Jul 2017 to 01 Oct 2017. A blue arrow points from the text above to a 'BOOKING CHOICES' popup menu that appears over the 08 Sep 2017 date. The popup menu lists two time slots: '8:00 am - 9: am' for £5.00 and '7:30 Am - 9:00 am' for £6.00. The calendar cells show the status of sessions: 'Booked' (with a checkmark) for 05, 06, and 07 Sep 2017, and 'Available' (with a 'Click to select' link) for 08 Sep 2017 and all other dates shown.

Date	Status	Time Slot	Cost
04 Sep 2017	Booked	8:00 am - 9: am	£5.00
05 Sep 2017	Booked	8:00 am - 9: am	£5.00
06 Sep 2017	Booked	8:00 am - 9: am	£5.00
07 Sep 2017	Booked	7:30 Am - 9:00 am	£6.00
08 Sep 2017	Available	8:00 am - 9: am	£5.00
08 Sep 2017	Available	7:30 Am - 9:00 am	£6.00
11 Sep 2017	Available	Click to select	
12 Sep 2017	Available	Click to select	
13 Sep 2017	Available	Click to select	
14 Sep 2017	Available	Click to select	
15 Sep 2017	Available	Click to select	
16 Sep 2017	Available	Click to select	
17 Sep 2017	Available	Click to select	
18 Sep 2017	Available	Click to select	
19 Sep 2017	Available	Click to select	
20 Sep 2017	Available	Click to select	
21 Sep 2017	Available	Click to select	
22 Sep 2017	Available	Click to select	
23 Sep 2017	Available	Click to select	
24 Sep 2017	Available	Click to select	
25 Sep 2017	Available	Click to select	
26 Sep 2017	Available	Click to select	
27 Sep 2017	Available	Click to select	
28 Sep 2017	Available	Click to select	
29 Sep 2017	Available	Click to select	
30 Sep 2017	Available	Click to select	
01 Oct 2017	Available	Click to select	

Once you have selected your timeslot for the session, the square turns blue. You may choose as many sessions to book as you need. You may wish to book your sessions weekly, fortnightly or even termly. That is entirely up to you. (You will however be required to pay for these sessions in advance) If you then scroll up the page, you will see that we have booked one breakfast club session as a cost of £5.00. The blue session then turns green.

**You will then need to BOOK SELECTED SESSION.**

The screenshot shows the Schoolgateway website interface. At the top, there is a navigation bar with the Schoolgateway logo and links for HOME, PAYMENT HISTORY, ABOUT ME, and SCHOOL DETAILS. Below this, the user's name 'Macy PIGFORD' is displayed. The main content area shows the club name 'TEST - Breakfast Club - Cullercoats Children Club' and the current balance of £4.00. A 'Top up' button is visible. Below this, it states 'Macy is currently booked onto 3 future sessions.' There are 'SELECT ALL' and 'UNSELECT ALL' buttons. A calendar grid shows dates from 10 Jul 2017 to 06 Aug 2017. On the right side of the calendar, a summary box indicates '1 Sessions selected' with a cost of £5.00 and a 'BOOK SELECTED SESSIONS' button. A blue arrow points from the text above to this summary box.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10 Jul 2017	11 Jul 2017	12 Jul 2017	13 Jul 2017	14 Jul 2017	15 Jul 2017	16 Jul 2017
17 Jul 2017	18 Jul 2017	19 Jul 2017	20 Jul 2017	21 Jul 2017	22 Jul 2017	23 Jul 2017
24 Jul 2017	25 Jul 2017	26 Jul 2017	27 Jul 2017	28 Jul 2017	29 Jul 2017	30 Jul 2017
31 Jul 2017	01 Aug 2017	02 Aug 2017	03 Aug 2017	04 Aug 2017	05 Aug 2017	06 Aug 2017

Select - **BOOK NOW.**

The screenshot shows the Schoolgateway website interface. At the top, there is a navigation bar with the Schoolgateway logo and links for HOME, PAYMENT HISTORY, ABOUT ME, and SCHOOL DETAILS. Below this, the user's name 'Macy PIGFORD' is displayed. The main content area shows the details for a 'TEST - Breakfast Club - Cullercoats Children Club' with a current balance of £4.00. A 'Top up' button is visible. A modal dialog box titled 'Confirm Booking' is centered on the screen, displaying '1 Sessions selected' and 'Total cost £5.00'. The dialog box contains the text: 'To secure your session bookings for Macy please confirm you wish to 'BOOK NOW' below.' and a 'BOOK NOW' button. A blue arrow points from the text 'Select - BOOK NOW.' to the 'BOOK NOW' button in the dialog box. The background shows a calendar grid with dates from 10 Jul 2017 to 06 Aug 2017. The Windows taskbar at the bottom shows the time as 13:29 on 12/07/2017.

Clubs | School Gateway x

https://login.schoolgateway.com/0/clubs/3159539/15446235

SAS Policy Admin - ... Secure Access NTLF Login Cards Online Online Disclosures Amazon.co.uk SLA Online Care 4 Sodexo Computershare You...

**Schoolgateway**

HOME PAYMENT HISTORY ABOUT ME SCHOOL DETAILS

Home > Macy PIGFORD - Clubs

Macy PIGFORD

TEST - Breakfast Club - Cullercoats Children Club  
The current balance is £4.00

Top up

Macy is currently booked on

SELECT ALL UNSELECT ALL

Monday Tuesday

10 Jul 2017 11 Jul 2017

17 Jul 2017 18 Jul 2017 19 Jul 2017 20 Jul 2017 21 Jul 2017 22 Jul 2017 23 Jul 2017

24 Jul 2017 25 Jul 2017 26 Jul 2017 27 Jul 2017 28 Jul 2017 29 Jul 2017 30 Jul 2017

31 Jul 2017 01 Aug 2017 02 Aug 2017 03 Aug 2017 04 Aug 2017 05 Aug 2017 06 Aug 2017

Saturday Sunday

15 Jul 2017 16 Jul 2017

1 Sessions selected  
Cost £5.00

BOOK SELECTED SESSIONS

**Confirm Booking**

**1**  
Sessions selected  
Total cost £5.00

To secure your session bookings for Macy please confirm you wish to 'BOOK NOW' below.

BOOK NOW

13:29  
12/07/2017

You will be given the chance to review the sessions you have booked and leave a comment for Staff e.g. Who is collecting your child that night?

You will then ADD TO BASKET

The screenshot shows the Schoolgateway website interface. A modal window titled "Test - Breakfast Club" is open, displaying payment details. The modal includes a warning message, a form for "For:" (Macy PIGFORD), "Due Date:" (5 July 2017), "Amount: \*" (£ 5.00), "Instalment:" (1 of 1), "Additional info:" (You must BOOK a session in order to secure a place for your child, please inform who will be collecting your child), and a "Comment: \*" field containing "Joe Bloggs". The modal has "Cancel" and "Add to Basket" buttons at the bottom. The background shows a list of items in the basket, including "Instrumental T", "Test - Breakfast", and "Test - Afterschool". The website header includes the Schoolgateway logo and user information for Ashley Pigford. The footer shows the version number (V2.7.6.1) and links for Terms & Conditions, Privacy Policy, and Cookie Policy. The Windows taskbar at the bottom shows the time as 13:32 on 12/07/2017.

Payments | School Gateway

https://login.schoolgateway.com/0/payments/3159539/3508?open=196326&memberId=10677770

Schoolgateway

Welcome, Ashley Pigford | Change PIN | Sign out

HOME | PAYMENT HISTORY | ABOUT ME | SCHOOL DETAILS

Home > Payments

Macy PIGFORD

Payments for Cullercoats  
Select items to view their details  
changes to your basket content.

In basket?	Item
<input type="button" value="Add"/>	Instrumental T
<input type="button" value="Add"/>	Test - Breakfast
<input type="button" value="Add"/>	Test - Afterschool Cullercoats Chi

**Test - Breakfast Club**

Please review the details below.

Please be aware that your sessions will not be booked until a successful payment has been made.

**For:** Macy PIGFORD

**Due Date:** 5 July 2017

**Amount: \*** £ 5.00

**Instalment:** 1 of 1

**Additional info:** You must BOOK a session in order to secure a place for your child, please inform who will be collecting your child

**Comment: \*** Joe Bloggs

Item	Amount
Consent Only	
	£5.00
	£7.00

SCHOOL GATEWAY A  
You can now make paym

Available on the App Store | Available on Google play

Schoolgateway V2.7.6.1 | Terms & Conditions | Privacy Policy | Cookie Policy

13:32  
12/07/2017

You will now be required to VIEW BASKET and CHECKOUT.

Payments | School Gateway

https://login.schoolgateway.com/0/payments/basket/3159539/3508

# Schoolgateway

Welcome, Ashley Pigford | [Change PIN](#) | [Sign out](#)

HOME | PAYMENT HISTORY | ABOUT ME | SCHOOL DETAILS

Home > Payments > Basket

Macy PIGFORD

### Payments Summary

Please review the items in your basket and confirm that all of the details are correct.

Press Checkout in order to enter your payment details.

Item	For	Consent	Comment	Amount
Test - Breakfast Club (1/1)	Macy PIGFORD		Joe Bloggs	£5.00
<b>Total Amount</b>				<b>£5.00</b>

[Return to the list of payments](#) [Checkout](#)

SCHOOL GATEWAY APP - NEW FEATURES...  
You can now make payments via School Gateway app. Download from your app store.

Available on the App Store | Android App on Google play

Schoolgateway V2.7.6.1 | [Terms & Conditions](#) | [Privacy Policy](#) | [Cookie Policy](#)

Windows taskbar with icons for Internet Explorer, Google Chrome, Outlook, and other applications. System tray shows the time 13:43 and date 12/07/2017.

## PAYMENT METHODS

### BANK TRANSFER, CREDIT OR DEBIT CARD PAYMENTS

IF you are paying by bank transfer/ debit or credit card in advance, you will then be asked to **SELECT A PAYMENT METHOD**. You have the choice to pay by **BANK TRANSFER** or **CREDIT OR DEBIT CARD**. You will only need to input your details once as they can be saved for future use if you wish to do so. This is a totally secure site and your payments are protected by the Direct Debit Guarantee. (The cheapest option for the school would be for you to pay by **BANK TRANSFER** as we pay a set fee for this rather than a percentage as with **DEBIT OR CREDIT** cards)

The screenshot shows a web browser window displaying the Schoolgateway website. The URL is <https://login.schoolgateway.com/0/payments/basket/3159539/3508>. The user is logged in as Ashley Pigford. The page shows a "Payments Summary" for Macy PIGFORD with a total amount of £5.00. A modal window titled "PAYMENT METHODS" is open, asking the user to select a payment method. The modal lists two options: "Instant Bank Transfer" (described as the easiest and fastest way) and "Credit or Debit cards" (noting that card payments cost more to process). The modal also includes a "Cancel" button. At the bottom of the page, there is a banner for the "SCHOOL GATEWAY APP" and a footer with the version number "Schoolgateway V2-7.6.1" and links to Terms & Conditions, Privacy Policy, and Cookie Policy. The system tray at the bottom shows the date and time as 13:45 on 12/07/2017.

## Screen shot for INSTANT BANK TRANSFER PAYMENTS

Create Mandate | School | x

https://login.schoolgateway.com/0/directdebit/createmandate/3159539

Home > Macy PIGFORD - Payments > Create Mandate

Macy PIGFORD

### Setup Direct Debit

Instant Bank Transfer uses the Direct Debit system to collect the payment from your bank account. Please enter your bank account details to set this up. You will not need to complete this stage when making future payments by Instant Bank Transfer.

#### About you

Firstname: \*

Surname: \*

Address Line 1: \*

City: \*

Postcode: \*

#### Bank account details

Account Holder Name: \*

Sort Code: \*

Account Number: \*

I confirm that I am the account holder and the only person required to authorize debits on this account

Your payments are protected by the [Direct Debit guarantee](#)

Checkout

13:53  
12/07/2017

## Screen shot for DEBIT OR CREDIT CARD PAYMENTS.



## CHILDCARE VOUCHERS

If you are paying your account with CHILDCARE VOUCHERS, the procedure is slightly different. You must ensure that you have sufficient credit on your account to be able to book a session. As a school, we are notified on a daily basis of any CHILDCARE VOUCHER income into our bank account. As these notifications are received, we will allocate this payment to your account. You will not therefore need to go through any payment process as the system will automatically deduct the cost of the sessions booked from your credit balance.

The balance on your account is shown at the top of the home page at all times. **Please be aware, that it can take up to three working days before we are notified by your Childcare Voucher Company of any payments made. We will then require sufficient time (1 day) to be able to allocate this payment to your account.**

Your voucher payments will be allocated accordingly, i.e. if you only access our breakfast club sessions, then all income received will be allocated to breakfast club. If you only access our after school club, then all income will be allocated to the afterschool club. If however you access both before and after school clubs, then we will allocate accordingly, you will need to monitor these accounts to ensure sufficient funds are available. If at any time you do not have sufficient funds, you will have the option to pay in advance by BANK TRANSFER DEBIT OR CREDIT CARD using the above

instructions. We will have control of the balances on each of the club accounts and can switch accordingly depending on where the income is required. (You will need to notify us of this)

### **BALANCE ON ACCOUNT AND NUMBER OF SESSIONS BOOKED**

**Schoolgateway** Welcome, Ashley Pigford | [Change PIN](#) | [Sign out](#)

HOME | PAYMENT HISTORY | ABOUT ME | SCHOOL DETAILS

Home > Macy PIGFORD - Clubs

**Macy PIGFORD**

**TEST - Breakfast Club - Cullercoats Children Club**  
The current balance is £19.00

[Top up](#)

Macy is currently booked onto 4 future sessions.

**0 Sessions selected**  
Cost £0.00

[SELECT ALL](#) [UNSELECT ALL](#) [BOOK SELECTED SESSIONS](#)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10 Jul 2017	11 Jul 2017	12 Jul 2017	13 Jul 2017	14 Jul 2017	15 Jul 2017	16 Jul 2017
17 Jul 2017	18 Jul 2017	19 Jul 2017	20 Jul 2017	21 Jul 2017	22 Jul 2017	23 Jul 2017
24 Jul 2017	25 Jul 2017	26 Jul 2017	27 Jul 2017	28 Jul 2017	29 Jul 2017	30 Jul 2017
31 Jul 2017	01 Aug 2017	02 Aug 2017	03 Aug 2017	04 Aug 2017	05 Aug 2017	06 Aug 2017

14:10 12/07/2017

You will have instant access to your club account and can check at any time your transaction history and balances etc.

The screenshot displays the 'Clubs | School Gateway' interface. At the top, there is a navigation bar with various links. Below this is a calendar grid for December 2017, where each date is marked as 'Available' with a 'Click to select' link. A blue arrow points from the text above to one of these 'Available' links. Below the calendar is a 'Transactions' section with a table listing recent transactions.

Date	Description	Type	Amount
12 July 2017	Booked: 08 Sep 2017 - 8:00 am - 9: am	Debit	£-5.00
12 July 2017	Child care voucher for Test - Breakfast Club	Credit	£20.00
11 July 2017	Booked: 07 Sep 2017 - 7:30 Am - 9:00 am	Debit	£-6.00
10 July 2017	Booked: 06 Sep 2017 - 8:00 am - 9: am	Debit	£-5.00
10 July 2017	Booked: 05 Sep 2017 - 8:00 am - 9: am	Debit	£-5.00
10 July 2017	Child care voucher for Test - Breakfast Club	Credit	£20.00

\* Please note that the information on this page will be updated shortly after making a payment.

**SCHOOL GATEWAY APP - NEW FEATURES...**  
You can now make payments via School Gateway app. Download from your app store.

Available on the **App Store** | **GET IT ON Google play**

Schoolgateway V2.7.6.1 | Terms & Conditions | Privacy Policy | Cookie Policy

14:16  
12/07/2017

If you have any queries, please do not hesitate to contact us.