

# **Hoyland Springwood Primary School**

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Headteacher: Mrs Jenny Hunt Executive Headteacher: Mrs Gerry Wilson

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#### Dear Parents/Carers

As you are probably aware we are launching a new service on the School Gateway App and website so that you can choose school meals in advance. Please see the attached information guide to help you with this.

If your child is in KS2 (from Year 3 onwards) and pays for school meals, you will need to have a credit balance to be able to order a school dinner.

If you have not used the School Gateway before, please follow the instructions below to either get the App on your phone/tablet or to use the online website.

Payments can be made for School Dinners, School Trips and Music Lessons via the 'School Gateway' smartphone app or website.

#### What you need to do:

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 you can send messages via the app to the school for FREE – this will also save the school money when we send text messages.

#### <u>OR</u>

Visit the website: www.schoolgateway.com and click on 'New User'. You will receive a text message with a PIN number. Use this PIN to login to School Gateway.

### 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 call the school and we will update the details on our system.

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

Yours sincerely

Mrs Jenny Hunt

J. Hunt

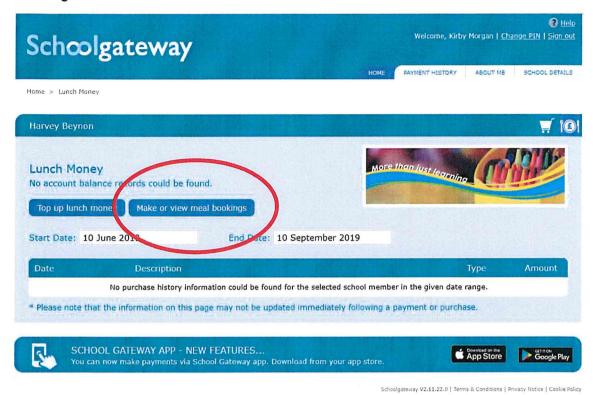
Headteacher



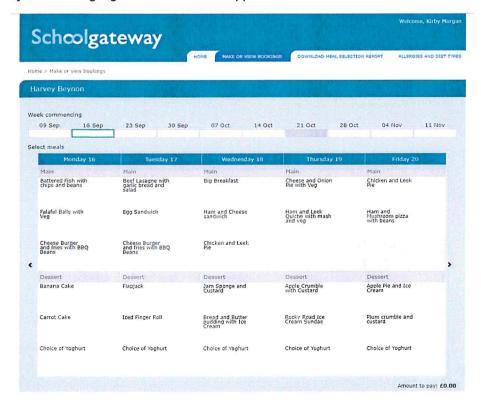


## Parent Pre Selection Guide to Ordering via SchoolGateway

Step 1: Log onto your SchoolGateway account and click on the 'Make or View Meal Bookings button'



Step 2: Select the week you would like to make bookings for. Click on each item you would like to book for your child. *Note: pre order will lock down after 8am on the day of. The padlock symbol will highlight this cut off has happened* 





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Step 3: You **must** ensure you confirm your bookings. Any bookings not confirmed and paid for will be removed after 2 hours of selecting. If your child is UIFSM or FSM, please follow the steps through to payment, however no funds will be taken.

