



Hoyland Springwood Primary School

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Headteacher: Mrs Jenny Hunt
Executive Headteacher: Mrs Gerry Wilson

Friday 25th September 2020

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.

OR

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

J. Hunt

Mrs Jenny 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'

The screenshot shows the user's account page for Harvey Beynon. The 'Lunch Money' section displays 'No account balance records could be found.' Below this, there are two buttons: 'Top up lunch money' and 'Make or view meal bookings'. The 'Make or view meal bookings' button is circled in red. The date range is set from 10 June 2019 to 10 September 2019. Below the buttons is a table with columns for Date, Description, Type, and Amount, which is currently empty with a message: 'No purchase history information could be found for the selected school member in the given date range.' At the bottom, there is a banner for the 'SCHOOL GATEWAY APP - NEW FEATURES...' with download links for the App Store and Google Play.

Schoolgateway V2.11.23.0 | Terms & Conditions | Privacy Notice | Cookie Policy

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*

The screenshot shows the 'Make or View Bookings' page for Harvey Beynon. It displays a weekly meal selection grid for the week commencing 16 Sep. The grid has columns for Monday 16, Tuesday 17, Wednesday 18, Thursday 19, and Friday 20. Each column lists meal items under categories: Main, Dessert, and Choice of Yoghurt. The 'Amount to pay' is shown as £0.00.

Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20
Main Battered Fish with chips and beans	Main Beef Lasagne with garlic bread and salad	Main Big Breakfast	Main Cheese and Onion Pie with Veg	Main Chicken and Leek Pie
Falafel Balls with Veg	Egg Sandwich	Ham and Cheese sandwich	Ham and Leek Quiche with mash and veg	Ham and Mushroom pizza with beans
Cheese Burger and fries with BBQ Beans	Cheese Burger and fries with BBQ Beans	Chicken and Leek Pie		
Dessert Banana Cake	Dessert Flapjack	Dessert Jam Sponge and Custard	Dessert Apple Crumble with Custard	Dessert Apple Pie and Ice Cream
Carrot Cake	Iced Finger Roll	Bread and Butter pudding with Ice Cream	Rocky Road Ice Cream Sundae	Plum crumble and custard
Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt

Parent Pre Selection Guide to Ordering via SchoolGateway

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.

Harvey Beynon

PLEASE NOTE: You have unconfirmed bookings. When confirming your bookings, any Payment due must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.
If your Payment due is zero (£0.00), simply confirm bookings and no further action is required.

Week commencing
09 Sep 16 Sep 23 Sep 30 Sep 07 Oct 14 Oct 21 Oct 28 Oct 04 Nov 11 Nov

Select meals

Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20
Main Battered Fish with chips and beans	Main Beef Lasagne with garlic bread and salad	Main Big Breakfast	Main Cheese and Onion Pie with Veg	Main Chicken and Leek Pie
Falafel Balls with Veg	Egg Sandwich	Ham and Cheese sandwich	Ham and Leek Quiche with mash and veg	Ham and Mushroom pizza with beans
Cheese Burger and fries with BBQ Beans	Cheese Burger and fries with BBQ Beans	Chicken and Leek Pie		
Dessert Banana Cake	Dessert Flapjack	Dessert Jam Sponge and Custard	Dessert Apple Crumble with Custard	Dessert Apple Pie and Ice Cream
Carrot Cake	Iced Finger Roll	Bread and Butter pudding with Ice Cream	Rocky Road Ice Cream Sundae	Plum crumble and custard
Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt

Amount to pay: £11.50

Confirm bookings

[Back](#)

Schoolgateway

Welcome, Kirby Morgan | [Change PIN](#) | [Sign out](#)

HOME PAYMENT HISTORY ABOUT ME SCHOOL DETAILS

Home > Payments > Basket

Harvey Beynon

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
Cypad Lunch Money (1/1)	Harvey Beynon			£11.50
Total Amount				£11.50

[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.

Download on the App Store | GET IT ON Google Play