



Broad Meadow, Aldridge, Walsall WS9 8HZ  
postbox@leighswood.walsall.sch.uk | 01922 743621

## LEIGHSWOOD SCHOOL

September 2019

Dear Parents

School Gateway is the system you will need to use to book clubs, trips, Forest lunch, events and tickets, via online payments to school via instant bank transfer, credit or debit card, using the smartphone app or website.

We will notify you by text or email when new items such as school trips or tickets for events are available for payment on School Gateway. You will also be able to give online consent, where required, for your child to take part in school activities.

Aside from saving the school time and money on administration, School Gateway will also make it easier for parents to pay any time 24-7 and reduce the amount of cash being carried by children on school premises.

It is also the system we use to send information to you electronically – newsletters, curriculum information etc. Any urgent messages will be sent via text, information messages will be e-mailed.

For those parents who have not yet registered, you now need to activate your School Gateway account. It's quick and easy to do. All you need is your email address and mobile phone number that the school holds on record for you.

- 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 it saves the school money when we send you a text message

OR

- Visit the website: [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you're having trouble logging in, it may be because the school doesn't have your current email and phone number on record. Please call Mrs Sargeant on 01922 743621 and we'll 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.

Yours faithfully

Mrs M O'Dwyer  
Head of School