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Ysbrydoli · Cefnogi · Llwyddo

Dear Parent /Guardian

Finding the right change or writing a cheque for the school trip or other items for school can be tiresome and time consuming. You or your child has to take the payment/s to school and the school has to count and record it. At Aberconwy, we have decided to use *Schoolcomms* to offer you an online payment method which puts you in control. You can access it at any time, track how much you have paid, what is outstanding and make payments directly to us using your debit or credit card.

### **Getting started**

Firstly you will need to send an email from your preferred email address to [parentapp@aberconwy.conwy.sch.uk](mailto:parentapp@aberconwy.conwy.sch.uk) confirming your mobile number and your child's name so that we can update our records. This mobile number must match the contact number we already hold for you. We will need to contact you if it does not.

We will then enter your email address onto our records. You can then register for a School Gateway account on [www.schoolgateway.com](http://www.schoolgateway.com). To do this you will need to enter the email address and mobile number we have on record for you.

When you have entered your email address and mobile number onto [www.schoolgateway.com](http://www.schoolgateway.com), select the Send PIN button, a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway and view/ make payments.

### **Payment requests**

When there is money owing to school by you, we can set up payment requests and you will be notified by text or email that there is a payment request available. Simply log in using your email address and your PIN number, select the payment request(s) you wish to fulfil and follow the Wizard through to pay.

### **Convenient**

You can see a record of the payments that you've made and receipts are sent to your registered email address for all transactions you make.

The new system removes the need to send money into school with your child, removing the chance of money going astray, making it convenient for you to pay when it suits you, from anywhere at any time of day or night.

### **Secure**

Your card details are not visible or stored in the *Schoolcomms* or school system.

All card information is processed by Barclaycard.

You log in using the email address registered with the school and with your PIN number.