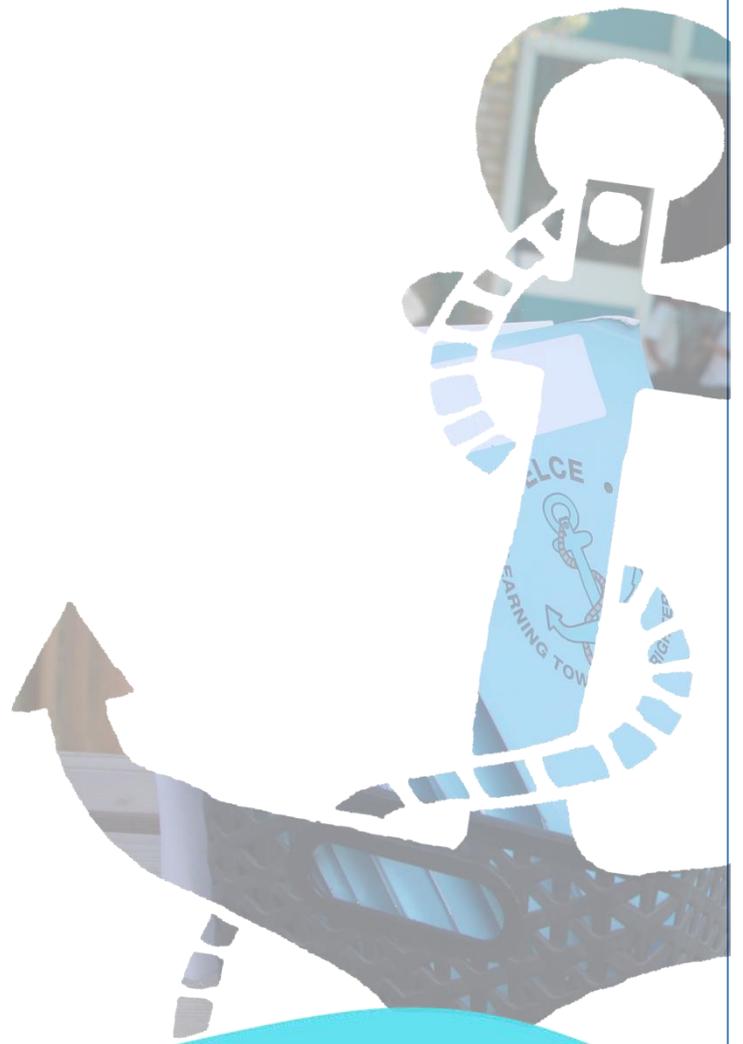


Schoolgateway

Parent's Guide on using the School Gateway



School Gateway



'School Gateway' allows us to communicate with parents more quickly and cost effectively via email, text and smartphone app.

If you have a smartphone, please download the app from Google Play or the Apple App Store.

Stage 1- Messaging

Step 1- Download the 'School Gateway' app

Step 2- Select 'I'm a new user', enter your email and mobile number – your PIN number will then be sent to your phone

Step 3- Enter your PIN and login

That is it – you will now receive messages from us through the smartphone app. Your phone will buzz/ring just like when a text message arrives. So you will:

- receive instant notification of messages
- receive messages even when there is no mobile signal – provided you're connected to Wi-Fi
- not be charged for sending replies back to the school
- be able to store and receive messages all in one place

If your mobile phone is not able to download the app, we will continue to send messages via text.

Stage 2 - Online payments (assumes you have the app already)

Step 1- On the home screen click 'My Payments' to see a list of any payments due

Step 2- Choose the payment from the list shown

Step 3- The next screen gives information about the trip (date/cost)

Step 4- Click next to move to the payment screen; here you can enter your card details to make a direct payment to the school



Delce Academy is now using Schoolgateway to pay for all school trips and visits.

Step 1: Download the school Gateway app on iPhone and Android or visit www.schoolgateway.com

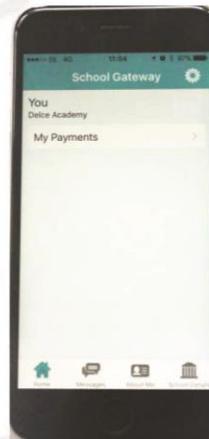
Using the same email and mobile number that Delce Academy has on file for you means you can register as a new user, a pin will be automatically sent to you.

Log in to see your first text message.



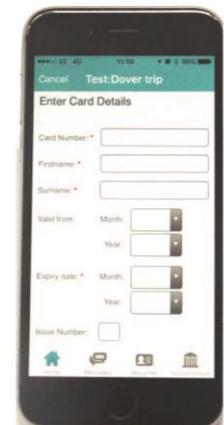
Step 2: On the home screen click 'My Payments' to see a list of any payments due.

Then choose the payment from the list shown



Step 3: The next screen gives information about the trip (date/cost).

Click next to move to the payment screen, here you can enter your card details to make a direct payment to the school.



If you have any problems, please speak to the school office who will be happy to help you.

Parents guide to School Gateway Web

Account activation

Navigate to www.schoolgateway.com

Select the **New user** tab



Select **Send PIN** - your 4 digit PIN will be sent via text message to your mobile phone.

Enter your email address and mobile number that is registered with the school.

You will need this PIN number each time you log in so keep it safe!

Logging in

Navigate to www.schoolgateway.com



Enter your email address and PIN number

Once you have logged in you will be directed to the **Home** screen

The children you are linked to will be displayed