



CHATHAM & CLARENDON GRAMMAR SCHOOL

Dear Parents and Carers

We have learnt how difficult it is for some parents to make payments for school trips and other school activities. At school therefore, we have decided to use *Schoolcomms* to offer you an online payment method which puts you in control of any payments. 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

You will need to register for a School Gateway account from www.schoolgateway.com. You will need to enter your email address and mobile number we have on record for you.

When you have entered your email address and mobile number, 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 the school, we can set up payment requests and you can 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.

You can also make donations to the school's amenity fund where your financial support can provide much needed help in running sports and other extra-curricular activities.

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

If you have any questions about this, please contact us at the school. The designated officers looking after your queries in school are the Finance Officers. Further details can be found on the school's website.

Yours sincerely

D J Liddicoat, Headteacher