



Burscough Village Primary School

Colburne Close, Burscough, Ormskirk, Lancashire L40 4LB

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Headteacher: Miss Anna Smith

15th March 2024

Dear Parents and Carers,

Following feedback from parents/carers, we have been reviewing our school payment system and communications to ensure that we are providing families with the best service.

After researching different options, we have decided to move to School Gateway/School Comms. For families who have older siblings at Burscough Priory Academy, you will already be familiar with this app and you may be able to see Burscough Village Primary School as a new school within your app.

School Gateway is a fully intergraded app which will make booking Kids' Club, school trips and ordering and paying for lunches easier. We are also moving to a self-registration overseen by the teachers and the children will choose their daily meal via the app. This will be explained further in another communication. You will also have the option to choose a meal with your child at home.

The office team are busy beginning the transition to the new app and attending training. Before the Easter holidays, you will receive further details and an invite to download the app. Please ensure that this is completed in a timely manner so we can ensure that all children are set up on the new system prior to returning on Monday 15th April. The office team have been working hard to ensure there will be a smooth transition between ParentPay and School Gateway. Please bear with us as we do anticipate there may be some teething problems, but we will work with you to make sure these are kept to a minimum. All balances will be transferred over to the new system. For the time being, please continue to make payments on ParentPay.

Thank you for your continued support during this transition period.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. Smith', is written over a faint, light-colored signature line.

Miss Smith
Headteacher