

WALMSLEY CE SCHOOL

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HEADTEACHER: MRS JOANNA ATHERTON

Dear Parents & Carers

11th July 2023

We are delighted to let you know that we will shortly be using a new Communications & Payments system at Walmsley:-

SCHOOL GATEWAY (SCHOOL COMMS)



For those that haven't heard of School Gateway, it is the UK market leader for parent-school communications; we will be using it to communicate with you by: -

Messages,
Emails,
Newsletters.

It will also replace our existing payment system, Pay360, for: -

Trip payment & permissions,
School shop items (hoodies, DVD's etc.),
Events,
Permissions (where no payment is required),
School meals.

Pay360 has served us well for a number of years, however it will not be available for schools after this academic year; accordingly, we have been looking at alternatives for some time and have decided that School Gateway will suit our needs perfectly as an all-in-one, app-based, communication and payment system.

In readiness for School Year 2023-2024 in September, could we ask all parents to sign-up for School Gateway as soon as you can please, and before the end of this school year (21st July 2023), as follows:-



REGISTER/LOG IN

- Download the App, **School Gateway**
- To register, go to the login screen on the App,
- Enter the email address and mobile number you have registered with Walmsley,
- A PIN will be sent on a text,
- Enter the 4 digit PIN number received via text,
- Allow notifications,
- Once logged in, the home screen will be displayed,
- Nothing else is needed at this stage, we will contact you again once all/most parents are registered.

IF ALREADY REGISTERED

- Access as an existing user,
- Enter the email that is registered with the school and your existing PIN,
- Once logged in, the home screen will be displayed.

IF YOU HAVE FORGOTTEN YOUR PIN

- On the login screen click on **Forgotten PIN**,
- Enter the email address and mobile number that is registered with the school,
- A PIN will be sent on a text,
- Enter the 4 digit PIN number received via text,
- Once logged in the home screen will be displayed.

Can we please ask that all parents register for the app by 14th July please, as we will be using School Gateway for all communications and payments (as above) as soon as the 2023-2024 school year starts in September; we have used the date of 14th July in order to give us time to resolve any issues that may come about.

Should you encounter any problems when registering, please email school with the following information; our email is office@walmsley.bolton.sch.uk: -

Name of child,

Your name,

The mobile number you have attempted to register with,

The email address you have attempted to register with,

The issue you have identified.

For all payments up to 21st July 2023 (School meals, Frozen DVD's and 2023-2024 trips), please continue to use Pay360.

Note. We will no longer be using Teachers to parents for text messaging, this will be our only communication tool from September so it is important that you register please. Nor will we be using Pay360 for payments from September. We are hoping everything together in one place will be much easier for everyone.

Kind regards

Mrs J Atherton