



Coates Primary School



Coates Primary School
The Fold
Coates
Peterborough
Cambs
PE7 2BP

Headteacher: Mrs L Boucher
Tel: 01733 840527
Fax: 01733 840322
E-Mail: office@coates.cambs.sch.uk
Website: www.coatesprimaryschool.info

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Dear Parent/Carers,

Schoolcomms App

We are writing to advise you that apart from small donation collections and in exceptional circumstances, we do not collect cash or cheque payments at Coates Primary School. Being a cashless school enables us to collect parent payments safely and securely, helping to reduce costs and streamline payment collection administration. Pay 360 will cease to operate on the last day of School - 18th July - and our new system will accept payments and bookings from the 1st of August.

The new payment system is now ready for you to download the app or register on the online page:

Schoolgateway

<https://schoolgateway.co.uk/get-started/>

'To register for a School Gateway account: Via the app, you will need to download the School Gateway app via App Store for Apple devices and Play Store for Android devices. If accessing via the web, please go to <https://login.schoolgateway.com/0/auth/login>. Go to the login screen on the app/web. If using the web version of School Gateway, ensure the **NEW USER** tab is selected before inputting any details. Enter the email address and mobile number that is registered with the school. You will then receive a PIN on a text. Enter the 4-digit PIN number received via text. Once logged in the home screen will be displayed.

This will allow you to pay for dinners each week in advance via payments, and dinners will still be booked during registration. Please be reminded that all dinners should be paid for in advance; Cambs. County Council do not permit Schools to carry any debts.

Swimming donations for years 3-6 can be paid for through Schoolgateway, and consent is recorded when you pay.

Breakfast and After school clubs will need to be booked via the clubs section, you will need to select the dates required 7 days in advance and also paid for in advance.

It will no longer be required to e-mail the office with your breakfast and after school club sessions, as this can all now be completed online.

If you pay via childcare vouchers, these will be manually uploaded to the system but again your account needs to be in credit to book the sessions.


Once set up, extra-curricular activities will also be booked and paid for via the clubs section on Schoolgateway.

It is really important that the app/access has been set up before we break for the summer. Without it you will be unable to pay for school dinners or book breakfast/after school clubs for September.

Guides will also be sent out via Parentmail.

Should you have any questions or experience any difficulties setting up the new system, please do contact the school office.

Kind regards,


Mrs L Boucher
Headteacher