

Dear Parent/Carer,

The Arches Community Primary School is now cashless! We would like to remind you about our school gateway app. A parent engagement app that will allow you to pay for school trips, snacks and dinners and to have better communication with the school. Payments will go through a very secure website called schoolcomms.

All school related communication, newsletters, dinners, snack, residential's and educational visits payments will go through school gateway. We expect all parents to have downloaded the school gateway app and to be paying online, enabling the school office to be cashless. We would like to thank all who already have the app. Please see attached step-by-step guide on how to download the app and how to register. If you have more than one child, you can see all children on the same login account. **Please note: Your Dinner and Snack balance will now show up on the app under one account, instead of two, it now lists all items purchased. Please be aware that the balance shown on the app is your TOTAL for dinners and snacks and items can only be ordered if your account is in CREDIT, so please keep your account topped up. If you do not want your child to order snacks, please let your child's teacher and the office know immediately.**

Your login details will be automatically generated using the contact information that school already have on their system, so please make sure the details we hold for you are up to date. You can check and change these details by sending an email to admin2@thearches.cheshire.sch.uk or by completing the tear off slip attached to the bottom of this letter. **Please telephone the school office or pop in if you would like support setting up or having any problems with the app.**

If you have any questions or would like some more information, Please see the school gateway website here: <https://schoolgateway.co.uk/>. You can also login to the online version of the school gateway via this site if you do not have a smart phone, although we do recommend using the app if possible as it makes it far easier to get hold of parents when we need to. Your support in using schoolcomms will help the school enormously, thank you.

Kind Regards,
Michelle Ashfield
Headteacher

School Gateway Login Details

Child's Name: _____ Class: _____

Contact Name: _____ Contact Number: _____

Contact Email: _____

Saughall Road, Blacon, Chester CH1 5EZ.

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