



Parkside Academy

An Outstanding School

Headteacher: Mr K. Simpson

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Dear Parent

Making payments online to Parkside Academy

As from **August 21st 2017** you can make payments online to the school for things like dinner money and school trips. Paying for school items online is quicker and easier for you, safer for children and more efficient for the school.

The system is called School Gateway – **available for you to use after August 21st 2017.**
To register on the School Gateway:

1. Go to www.schoolgateway.com
2. When you visit the School Gateway website for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school.
3. The system will send a PIN code to your phone; please enter this PIN code and your account will be activated for you.

PLEASE NOTE: You will need this PIN code every time you log on to make a payment.

As soon as you've got the system set-up, you'll be able to pay money to the school online rather than send cash or cheques. If you have any problems with school gateway please contact Nicola Milne on the above number.

Other ways to access Online Payments

- On the schools' website, www.parksideacademy.org.uk using the button on the bottom of the screen named Online Payment.
- By typing www.schoolgateway.com into your web browser.
- Using the School Gateway App, to get the App;
 - Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to www.schoolgateway.com/apple (Apple) or www.schoolgateway.com/android (Android)
 - Install the app and if you are asked then say yes to "Allow Push Notifications"
 - Follow step 2 (above) to activate the App

NB: If you change your email address or mobile telephone number, please keep us informed so we can update our records and ensure no issues with payments.

Yours sincerely

Mr K Simpson
Headteacher

