

# SCHOOL GATEWAY ONLINE PAYMENT SYSTEM

## SET UP GUIDE

- Visit your App Store and search School Gateway (look for a white background with blue No 8 on its side)



- Install and open the App and click new user
- Enter your email address and mobile number (these must match the information held in school)
- You will then receive a PIN by text
- Enter the PIN, click ok and click on My Payments
- Select New School Meals 2017 and enter the amount you wish to pay (if you have more than one child at the school you must enter an amount for each of them)
- When making subsequent payments you will be prompted for your email address and PIN

Please Note:

The App can take several hours to update after you've made a payment.

£2.40 will be deducted from your balance each time your child says he/she is having a school dinner when the morning register is taken.

Should arrears exceed £12.00, Halton Borough Council Catering Division will only provide your child with a basic sandwich lunch.

# Schoolgateway