



Dear Parents

You are now able to make payments online for Dinner Money, Breakfast/After School Club bookings and Academy Trips. This can be completed through the Academy Website (www.croxbyprimary.co.uk) or through the School Gateway App.

If you have not used School Gateway before and wish to book Breakfast/After School Clubs, please contact the Academy Office to be added to the system.

<u>Access using the Academy Website</u>	<u>Access Using the App on Your Phone</u>
<ul style="list-style-type: none">• Log onto the Croxby Primary Website• Select Our Academy• Select School Comms• Select the link to School Gateway	<ul style="list-style-type: none">• Click onto your App Store• Search School Gateway• Download the App

School Gateway

If you have not used School Gateway before:

- Log on as a New User
- Provide an email address and mobile phone number – this must match the information that is held by the Academy.
- Press Send PIN
- You will be sent a PIN number via your mobile phone
- Log on again as an Existing User

If you are an Existing User:

- Log on as an Existing User
- Type in your email address and PIN
- You will go through to the booking and payment screen.

Payment and Bookings

Academy Trips

- Logon to School Gateway
- Select Payments Tab
- Select relevant trip
- Select Add
- Enter payment amount
- Add to Basket
- View Basket
- Checkout
- Select Payment Method and follow directions

Breakfast/After School Clubs

- Press the Top Up option to add credit to your account if needed and follow the instructions for card payment. Please be aware that payment must be made before bookings can be confirmed.
- To book a Club session, choose the relevant Club and use the Select Sessions by clicking on the Days Below tab. Click on the dates required, the status will change from Available to Selected. The number of sessions selected and the cost is then shown.
- Click Book Selected Sessions and confirm by the Book Now tab. The cost will be taken from the credit that you have already paid in.

Cancellations for Breakfast/After School Clubs

Cancellations can only be made by telephoning the Academy by 10am at least 24 hours before the day of the booking. Please be aware that any cancellations for Monday sessions must be made by 10am on the Friday before.

When a cancellation is made, you will automatically be credited for the cost on your account balance.

If you have any queries, please contact the Academy Office.