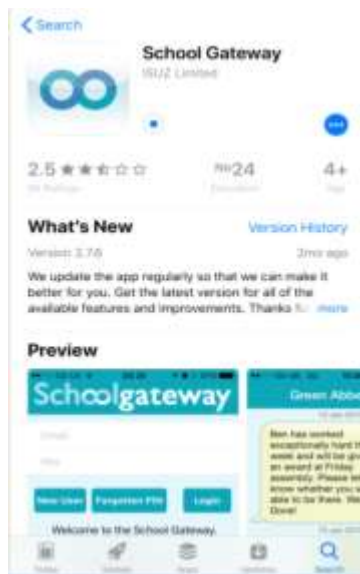


Schoolgateway



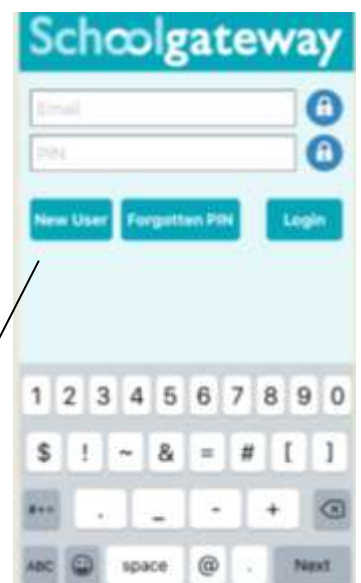
Schoolgateway is very useful in many different ways. This app allows you to communicate with the school by receiving messages or emails. This also gives you the ability to use a bank transfer direct payment with Debit/ Credit card to pay money on trips or snack and dinner accounts.



Step 1 - Download the school gateway app.

This will be found on the app store or android app on google play.

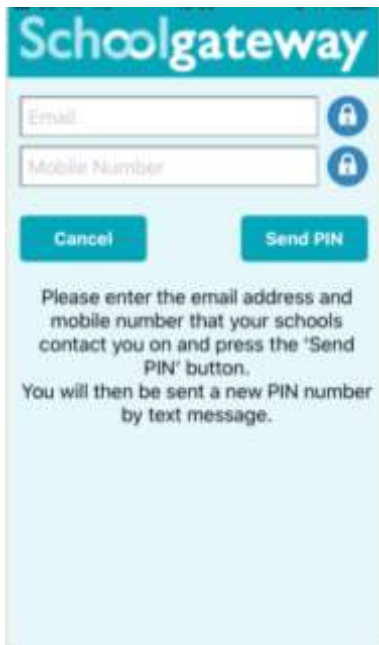
If you type 'schoolgateway' into the app store you should see this logo. Press download and it will start downloading onto your mobile device.



Step 2 - When you open the schoolgateway app this is the screen which should appear.

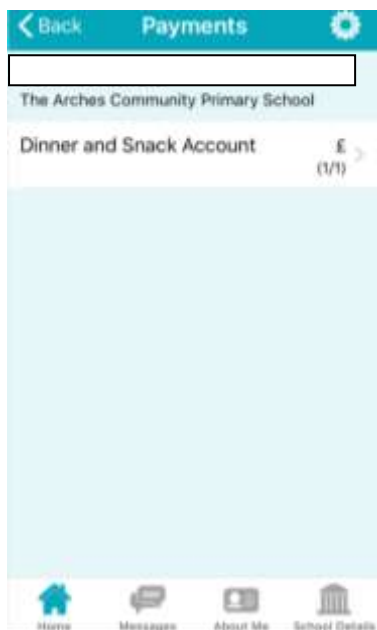
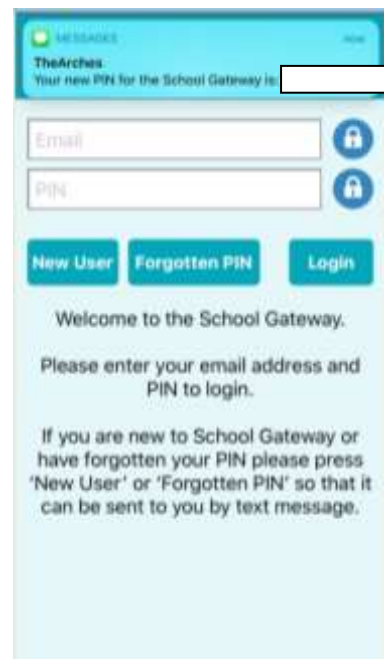
If you are already a gateway user, just log in. However, if you are a New user click 'New user'.

Saughall Road, Blacon, Chester CH1 5EZ.
 Phone 01244 981744 Fax 01244 370277 Email head@thearches.cheshire.sch.uk



Step 3 - The email address which is on our school records will be the log in for your account. The mobile number, which is on the school records, will get a message with a pin, that pin is your password every time you log in. If you have changed these, please inform the school, as it would have an impact on you receiving the data to your account and will not allow you to register if the information is not correct.

Step 4 - The next step, you should receive a text from 'TheArches' which will be your pin. This pin will be your password to log into the app; we would recommend keeping a note of the pin. However, if you have forgotten your pin you could press the forgotten pin button, which will re send you another pin.



Step 5 - The next step, once you have been able to login, this will give you your child's name and show you the dinner account balance. If you want to pay for snacks on the app it is the same account as **dinners**, you need to leave a comment to tell us how much money is to be transferred to snack and how much is to be kept on dinners, this allows the office to transfer it to the correct account. If your child is attending any trips they will appear on the homepage which will enable you to pay for them the same way as snacks and dinners.

Final step - To make a payment for dinners. The dinner and snack accounts are a joint account, so if you want to move it all onto the dinner account please state in the comments or if you would like an amount transferring to snack just state how much. This will allow the office to move it across to the correct account which will allow the account to stay in credit

If you have any problems, please come to the office with your mobile phone/device and they will be very happy to guide you or alternatively you could also contact the school on 01244 981744.

