

School Gateway

This is a payment portal that allows you to see your daughters school bills (excluding fees) for any trips they may be taking, and once they are in the Lower Fourth their lunch bills will also be included on the Gateway.

It allows parents to manage payments more easily and also provides the flexibility of paying online using debit or credit card.

The set up process is very easy.

Firstly go to <u>www.schoolgateway.com</u> – This can also be accessed via the Parents section of our school website.

On the first screen you will see a turquoise box which asks for your email and pin. Ignore this and to the top of this box (in grey) is a tab called 'new user'.



If you click this it will ask for your email address and mobile number. This has to match the school records. If you are unsure which email address or phone number we have on file for you please get in touch with the Finance Office (<u>t.wyatt@kehs.org.uk</u> or <u>j.kent@kehs.org.uk</u>) and we can confirm for you.

The system will then send you a pin number to your mobile phone. It will come from an 0121 number.

You can then go back to the turquoise log-in screen and use your email address and the pin code you have just been given.





You should then be able to see your daughters billing page and any outstanding payments.