



Schoolgateway

The School Gateway is now live

You can now credit your child's account and start ordering school meals

What you need to do now:

Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website

OR

Visit the website: www.schoolgateway.com and click on new user. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

How to credit your account:

- You must credit your child's account with money for their meals A minimum payment of £10.75 (5 days meals at £2.15) must be made
- Meals must be paid for before being taken
- Log in to the School Gateway with your email & pin number select "Payments"
- Add your payment to the basket, view the basket then proceed to checkout. Please ensure you complete the transaction for payment to be made
- We highly recommend that you credit your child's account half a term in advance

Instructions for Booking Meals on the School Gateway (once your account is in credit)

1. Log in to the School Gateway with your email & pin number
2. Select your child's account and click on the "DINNERS" icon, this will open in the calendar view
3. Click on the date you wish to select a meal for, this will open up the three menu options available on the date selected
4. Click on the menu choice your child would like for the date selected. This will appear in "selected days" (you can add multiple options for other dates to "selected days" before finalising your booking)
5. Once you are happy with the number of meal options you have chosen in "selected days" click "book selected days" and to confirm the booking click the "book now" button
6. This will take you to the payments page where you must ensure the credit on your child's account is more than the cost of the meals booked to guarantee your child receives their chosen meal options

We recommend that you credit your child's account half a term in advance

Meals have to be ordered before 12 midnight, of the day before the meal is taken

For example: Order Sunday before 12 midnight for the meal on Monday.

School meals for the first day of the new term Thursday 6th september must be ordered by 12 midnight on Wednesday 5th September.



If you are unable to access the School Gateway please contact the School Office via email:
