

18th April 2016

Our Lady's Catholic Primary School

Oxford Road
Cowley
OX4 2LF



Dear Parent/Carers

CASHLESS PAYMENTS AT SCHOOL – NOW LIVE!

We are now in a position to accept electronic payments at school through the School Gateway. It is our hope to get all parent/carers paying for things like school dinners and trips in this way.

This means that you will be able to pay on your mobile phone or computer rather than having to send cash or cheque payments to the school office. We hope you see this as a positive step forward.

To begin you will need to log onto the School Gateway by downloading the app on your mobile device or navigate to it on your computer.

1. You will then need to register or log-in.
2. Go to the 'Payment' section and you will see the items for your child/ren that you can pay for.
3. Add all items to your basket. For school meals you will need to enter the amount of money you wish to pay. Those children who switch between meat & veggie meals will still need to complete a weekly paper form.
4. Checkout.

There are no bank/transaction charges to the parent/carer for making payments using the School Gateway.

The school is charged a fee to receive payments so we have set the minimum amount payable to £10.50 – which is the equivalent of 5 school meals. If your child has less meals or is absent for one of the school meals you have paid for, provided you notify us of your child's absence, the dinner will remain as a credit on your child's account until s/he uses it up.

You can pay for a week's worth of dinners or pay for as many as dinners you wish for example a month or a term.

If you have more than one type of item you wish to pay for, for example a trip and school meals you can add each item to your basket and then checkout as one payment. The same is true if you have more than one child – add all the items you wish to pay for both children to the basket and then checkout. By doing it this way, you will save the school multiple transaction charges.

If you are able, please pay us by 'instant bank transfer' as this form of payment is cheaper for the school to receive than debit/credit cards.

We hope you see this as a positive way forward and hope you give cashless payments a try in the very near future.

Mrs Foulds is our 'Parent/carer Champion' who has tried this method for us and is happy to talk to other parent/carers should you wish to do so.

If you have any further questions, please pop into the school office as we are more than happy to help.

Yours sincerely

Kerry & Yvonne from the school office.

