

# Great Crosby Catholic Primary School



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**Headteacher: L. Morton**

LM/lcm

24<sup>th</sup> November 2023

Dear Parents/Carers,

We have introduced School Gateway to Great Crosby – a parent/carer engagement app that will allow you to pay for school dinners, school trips and any other fees, and allow us to communicate with you efficiently.

At present you are still receiving messages from us through Groupcall, but we will be moving over to School Gateway in the new year.

We are already using School Gateway for all online payments and about a third of parents/carers have registered with the new system and downloaded the app.

To stay up to date with what is going on at school, please download the app for free. Just search **School Gateway** in your App store and download.

Your login details will be automatically generated using the contact information the school already has, so please make sure the details we hold for you are up to date.

You will open the app, click **Sign up**, enter the email address the school has for you, enter your mobile number, and click **Send PIN**. Wait for the text message with the PIN to arrive, enter your PIN and then you can log in.

You can also login to the online version of School Gateway via this site if you do not have a smart phone, although we do recommend using the app if possible as it makes it easier to get hold of parents/carers when we need to, and it costs less for the school to keep in touch with you, which is really important in these difficult financial times.

Help on downloading the app and accessing School Gateway can be found here:

[https://support.parentpaygroup.com/hc/en-gb/article\\_attachments/16165364792465/School\\_Gateway\\_Access\\_Guide-Updated.pdf](https://support.parentpaygroup.com/hc/en-gb/article_attachments/16165364792465/School_Gateway_Access_Guide-Updated.pdf)

Thank you for your patience and support as we move over to School Gateway.

Yours sincerely

A handwritten signature in black ink, appearing to be 'L. Morton'.

Mrs. L Morton  
Headteacher