

St Joseph's Catholic Primary School

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Headteacher

Mr Richard Simmonds

Monday 27 September 2021

Online Booking: Early Risers and Late Leavers

Dear Parents and Carers,

You'll be pleased to hear we are moving to an online booking system for Early Risers and Late Leavers. From Monday 4 October 2021, all bookings must be made on the School Gateway app. Some of you may be familiar with the app if you have made online payments, if not, please see the instructions below to download it.

- 1. Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to www.schoolgateway.com/apple (Apple) or www.schoolgateway.com/android (Android)**
- 2. Install the app and if you are asked then say yes to "Allow Push Notifications"**
- 3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school**
- 4. The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.
As soon as you've got the system set-up, all of the text messages we send you will appear in the app; you'll receive notifications/alerts as normal.**

If you are already using the app you will notice a 'clubs' option on the homepage; this is where bookings can be made. Although there is an option to select the club under 'payments' too, this will not book the session. Please get into the habit of booking sessions through the 'clubs' option. Please note we will no longer be issuing invoices and payment requests. Once sessions are booked via the app you will be required to make immediate payment to secure the booking. Being in control of your bookings also means you can cancel any, if required, and any payment will be credited to your account.

Although bookings can only be made online from Monday 4 October, the sessions are live and available to book now.

We are more than happy to help whilst working through this change, just get in touch with the School Office. We have also shared a support guide which includes some helpful 'how to' videos.

Yours sincerely,

Mr Simmonds

St Joseph's is committed to safeguarding, if you have any concerns about your, or any child at St Joseph's please contact our Designated Safeguarding Leads Mr Simmonds, Mrs Setter or Mrs Moyse.