



Sutton in Craven C.E (V.C) Primary School
Executive Headteacher: Mrs S Marshall

Main Street, Sutton in Craven, Keighley, BD20 7JS
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21st October 2019

Dear Parents,

Re: Introducing School Gateway: Action needed

We are very excited to be introducing School Gateway to Sutton in Craven C of E School – a parent engagement app that will allow you to book and pay for Bobbins Before and After School Club.

All club bookings and payments will go through School Gateway following the half term holidays, from Monday 4th November 2019. To stay up to date with what's going on at school make sure you download the app for free. Just search *School Gateway* in your App store and download. You can also find out other useful information about school via the app.

Your login details will be automatically generated using the contact information Sutton CE School already has, so please make sure the details we hold for you are up to date. You can check and change these details by sending an email to admin@sutton-in-cravencofe.n-yorks.sch.uk

If you have any questions or would like some more information, please see the School Gateway site here: <https://schoolgateway.co.uk/>.

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 far easier to get hold of parents when we need to.

Payments

All bookings and payments for 'Bobbins' will be made on Schoolcomms via the School Gateway app or by www.schoolgateway.com from Monday 4th November. Places will be limited, so please book early to avoid disappointment. Any bookings already placed will be transferred onto the new system, as will all balances from ParentPay. If you currently pay via childcare vouchers, the childcare provider will email us when any vouchers are transferred to our bank account, we will then enter these vouchers as a credit on your child's account, within 48 hours of receiving the email. Please note; you will no longer be able to pay for 'Bobbins' through ParentPay from Wednesday 23rd October, to enable us to transfer the balances over to the new system. The new system will not accept bookings if your account is overdrawn therefore please ensure your account is up to date before the transfer date. Thank you for your co-operation.

Kind regards,

Mrs Angela Hayton
School Business Manager

Mrs Amy Chacksfield
School Administrator

