



# YSGOL GYNRADD PARC Y BONT

Llanddaniel Fab, Ynys Môn, LL60 6HB

☎ 01248 422350 ✉ [pennaeth.parcybont@anglesey.gov.uk](mailto:pennaeth.parcybont@anglesey.gov.uk)

Pennaeth Mewn Gofal / *Acting Headteacher*: Mr Iwan Wyn Taylor



17/10/16

Dear Parents,

The school's online payment system on 'Schoolgateway' is now available. You can access it at any time, track how much you have paid and check what is outstanding. The new system removes the need to send money to school with your child, preventing the chance of money going missing and ensures convenience to you as parents. We will start off by using this service to pay for school meals and the morning childcare club.

## Getting started

You will need to register for a School Gateway account from <https://schoolgateway.anglesey.gov.uk> under the 'New User' tab. You will need to enter your email address and mobile number **that we have on record for you**. When you have entered your email address and mobile number, select the Send PIN button, a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway and view / make payments.

## Payment requests

When there are any payments outstanding, we will set up a payment requests and you will be notified by text or email that there is a payment request available. You will need to log in using your email address and your PIN number, select the payment request(s) you wish to fulfil and follow the Wizard through to pay.

## Receipts

You can see a record of the payments that you've made and receipts are sent to your registered email address for all transactions you make.

## Secure

Your card details are not visible or stored in the *Schoolcomms* or school system. All card information are processed by Barclaycard. You log in using the email address registered with the school and with your PIN number.

If you wish to continue to pay by cash, I kindly ask you to pay **EVERY MONDAY** for the week (£2.10 a day). It's important that you enclose the dinner money **in an envelope** noting your child's name and the days that they are having lunch. If your child is absent for some reason, then the payment will be credited to the following week. Change will not be given. (Cheques for school meals to be made payable to *Anglesey County Council*).

Please be patience with the new arrangement as a few teething problems will occur but we are confident that the system will be of great benefit to all. If you have any questions about this, please don't hesitate to contact the school secretary Mrs Pigott.

Thank you for your co-operation.

Yours,

*Iwan Wyn Taylor*