



Midsomer Norton Primary School

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Dear Parents/Carers

Online payments & School Meals

You may remember that we wrote to you in January to advise you that payments to school can now be made online. We are pleased to announce that from the beginning of term 5 (after the Easter holidays) you will be able to pay for school meals online.

Please note the following:

- There will be a **minimum payment of £10** to help cover the costs to the school of taking payments online
- You still have the option to pay flexibly and choose the days your child has a school meal e.g. for the term, a week or for one or more days each week (subject to the minimum payment as stated above)
- Your child will still be responsible for ensuring they let their teacher know if they are having a school meal each day. Please ensure they do know whether they are having a packed lunch or a school meal as there is little flexibility in the kitchen to serve more hot meals than are ordered in the morning
- Parents of Nursery children will still need to inform the office by the beginning of each week which days their child will require a school meal

What you need to do now

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

📱 **Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.

OR

📱 **Visit the website:** www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

Please be aware that in order to make online payments we must have an email address for you on our records and therefore if you opt out of receiving communications electronically you will not be able to access the School Gateway and make payments online.

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system.

Please do not hesitate to contact the school if you have any queries.

Yours sincerely

Sarah Biss
Acting Head Teacher

