

## KS1 & KS2 Breakfast Club: £2.50 per child

A minimum credit of £12.50 is required to be used as and when.

## KS2 School Dinners: £2.30 per child

School dinner charges are recorded via our registration system.

## KS1 & KS2 School Clubs: £15.00 per half term

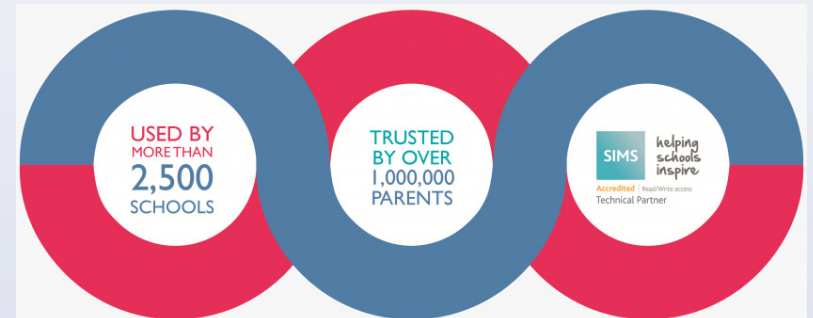
Payment is due at the beginning of each half term, failure or late payments will result in your placement being cancelled and offered to the next person on the waiting list.



The Schoolcomms Mobile App is available on all major mobile phone and tablet devices

**Remember:** if you don't supply the school with your email address and mobile phone number you cannot register online to open an account!

Please tell the school if you change your email address or mobile phone number as your account will no longer be active.



## What is Schoolcomms?

Online payments makes paying for school items easier and safer as you don't have to send cash or cheques into school. Lots of schools are now using the School Gateway to collect money by debit or credit card.

- Get quick messages (and emergency contact) sent direct to your mobile phone
- Help the school to save money and time
- The school can contact you promptly if your child has not been in registration
- High security and compliant with data protection legislation.
- Pay for school trips, dinner money, after school clubs- the list is endless
- Items can be paid for safely and securely, removing the need to send children with cash

## How do I register for an account?

To open a Schoolcomms account you **must** first provide the school with your email address and mobile phone number - without these an account cannot be created.

1. Please visit [www.schoolgateway.com](http://www.schoolgateway.com) and click on the tab 'New User'
  2. Enter your email address and mobile phone number that you gave the school
  3. A security pin number will then be sent to you to login with
  4. Once you have received your security pin number you can now click on 'Existing User'
  5. Now you are logged in you can see any payments that are due and pay securely via card
- The school does not have any access to your bank account, card details or security pin number.

## How and why have School Clubs changed?

To secure a placement with our after school clubs, payments will be required in full at the beginning of every half term. Failure to pay in full within the first week of a new half term will result in your placement being cancelled. The school no longer operates a pay per session facility.

## Can I cancel a club half way through a term?

**Yes:** you can cancel any club at any time, but as you have paid to secure a placement and not per session no refund will be issued.

## Can I have a refund or credit for cancelling or not attending a club?

**No:** The school does not offer a refund or credit facility due to staffing costs for cancellations, non attendance, sickness, holidays, bank holidays or school closure due to unforeseen circumstances. Your half term fee is to secure your placement and not the amount of times you attend an individual club or how many times a club runs during a half term..

## Why do I have to pay every half term for clubs?

The school is charged an administration fee for every online payment you make. Our previous terms of 'pay per session' would now result in the school having to pay the administration fee up-to 8 times.

## Why is the school going cashless?

It is important for the school to keep up-to-date with new and emerging technologies that offers the schools administration system a more refined and secured operation. It also enables the school to keep abreast with other school trends in the borough. Further reasons are as follows:

- Administration staff commit a large amount of time to counting and sorting out cash
- Incorrect payments and arrears result in the schools resources becoming limited
- For insurance purposes the school has to pay private security companies to collect cash
- A cashless system removes the potential risk of theft to the school, the staff and pupils.

## What is school fund?

School fund is a voluntary donation many schools operate where parents and guardians can offer funds to the school. School fund is a way for the school to raise additional funds to help pay towards extra resources and activities for the that is not provided for in the local authority budget i.e. school discos, food for cooking lessons and science experiments. The list is endless, but the additional funds help towards making the children's time at school that little bit more enjoyable. School fund is £21.00 per child per academic year and payments are requested in 3 instalments at the beginning of each full term:

## What happens if I don't pay on time?

Once a payment request has been sent to you Schoolcomms will then send notification reminders for any outstanding balances. A report will be produced in the middle of the half term where a member of staff will make contact. If the outstanding balance is still not settled your secured placement is at risk of being cancelled without refund and offered to the next person on the reservation list.

## I don't have access to the internet?

The school will make every effort to offer parents and guardians access to the Internet to make online payments. Inside the schools main entrance reception will be a dedicated secured iPad with Internet access and the Schoolcomms App installed where you can make your secure transaction.

## Can my child swap clubs?

**Yes:** All effort will be made to accommodate changing clubs - with the condition that you have paid the half termly fee and that a placement is available.

# Schoolcomms

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