



September 2017

Dear Parent/Carer

Paying money to the school is simple and easy. The Axe Valley Academy operates an online payment system known as the Gateway which can be found under Menu > Parent > School Gateway on the school website.

When you visit the School Gateway for the first time, please select 'New User' and enter the same email address and mobile telephone number you have registered with the school. The system will send a PIN code to your phone; please enter this PIN code when you re-access the Gateway under the 'Existing User' tab and your account will be activated for you.

A free smartphone app called School Gateway (Apple App Store or Google Play Store for android) can also be downloaded to your phone for instant access.

As soon as you have got the system activated, you will be able to pay money to the school online although this does not include dinner money at this point in time. If you change your email address or mobile number, please let us know so we can update our records enabling you to continue using the system.

If you are unable to pay online, you must register with the Finance Office so an alternative method of payment can be arranged.

Yours faithfully

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Finance Office

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