



# Little Hill Primary School

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## Instructions to pay online

School Gateway is available for parents who are set as Priority 1 on the school's database and for whom we hold a current e-mail address and mobile phone number.

- To pay online via School Gateway website: Go to [www.schoolgateway.com](http://www.schoolgateway.com) and click on "New User". Enter your details and you will receive a text message with a PIN number which you then use to log into School Gateway.
- To use the School Gateway smartphone app: Download "School Gateway" from your app store (Android and iPhone). The app shows the same information as the website **but please note that if you are logged into the app then text messages will go to the App and not to your mobile number**. Some parents therefore prefer to use the website.

If you are having trouble logging in, it may be because the school doesn't have your current e-mail and mobile phone number on record. Please call the school and we will update the details on our system. Once logged in you should be able to see all active payment requests, and can make payments and give consent as appropriate.

