CEO: Mrs V Parsey

Principal: Miss B Shah



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# Believe it. Build it. Become it. Broadfield Academy

#### **Dear Parents and Carers**

Welcome to Broadfield Academy. At Broadfield Academy we run a cashless office. We do not accept cash and all payments need to be made via School Gateway. As soon as your child starts at Broadfield you will be able to set up your account.

You can make payments online to the school for dinner money [Year 3 upwards] and trips. You will also be able to book breakfast and after school club.

## What you need to do now:

**Download the app**: If you have a smartphone, please download School Gateway from your app store (Android and iPhone) and follow the instructions to register. The app shows the same information as the website PLUS you can send app messages (which works the same as a text message) to the school for **FREE** – this will also save the school money when we send text messages.



#### OR

*Visit the website*: www.schoolgateway.com and click on 'New User'. You will receive a text message with a PIN number. Use this PIN to login to School Gateway. We will notify you by text or email when new items are available for payment.

### Can't activate your account?

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 will update the details on our system. We hope that you will find School Gateway to be a fast and easy way to pay for school items.

Thank you School Office

