



BOOKINGS

SCHOOL GATEWAY – Information for Parents

Dear Parents,

We have implemented '**School Gateway**' as a way for parents to book sessions for Breakfast and After School Club.

You will need to register with the School Gateway, following the simple instructions below:

Download the app: if you have a smartphone, please download the School Gateway from your app store (Android and iPhone.)

Go to the login screen on the app and enter the email address and mobile number that is registered with the school. You will then receive a PIN on a text.

Enter the 4-digit PIN number received via text.

Once logged in the home screen will be displayed.

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.

We will use the email address and mobile number that we hold for the first named contact for your child/ren. It is extremely important that if you change your contact details you let the school office know as soon as possible.

Please contact admin@norton-pri.n-yorks.sch.uk and we will update the details on our system.

HOW TO BOOK AND PAY FOR BREAKFAST AND AFTER SCHOOL CLUB

If you would like your child to attend breakfast or after school club, you will need to access the School Gateway via the app.

You will have the option to book on Breakfast Club or After School Club and will then '**MAKE A BOOKING**'.

You will need to specify which booking type you require, depending on your child's year group and the sessions you require, for example Breakfast Club FS2 – Year 6 8am, or Breakfast Club FS2 – Year 6 7.45am.

You will then select the dates you want to book – the system will tell you how many places are available.

Once selected, you will **BOOK** your session and then **PAY NOW**.

Please be aware that the sessions will not be booked until a successful payment has been made.

Paying for a club without selecting any sessions will not secure a booking.

If you have paid for a club but not booked the session, please go to the clubs tab and select the required club and book the session using the credit you have already applied.

SESSIONS MUST BE BOOKED AT LEAST 24 HOURS IN ADVANCE

CHILDCARE VOUCHERS/TAX FREE CHILDCARE SCHEME

If you are paying your account with **CHILDCARE VOUCHERS/TAX FREE CHILDCARE SCHEME**, the procedure is slightly different and you **MUST** inform the school office of your chosen payment date and amount you will be paying.

This can be done via email to admin@norton-pri.n-yorks.sch.uk

You will confirm the sessions you want to book and will see you have a negative balance on your account.

We will update your account once your childcare payments have been received by the school. Please note this can take up to 5 working days once you have authorised the payment.

Voucher payments must be made within 10 days to clear your balance. If voucher payments are not made within 10 days and there is still a negative balance on your account, we will withdraw the places booked and notify you.