

# SCHOOL COMMS PARENTS INSTRUCTIONS

Once you have received your log in details from School Comms you can start using the School Gateway website or app to make lunch money payments and pay for clubs or trips.

On your home page you will see buttons for the following:

## **PAYMENTS**

This button enables you to make payments towards trips and pay for any **chargeable** clubs. Paying for a chargeable club automatically books a place for your child. At the moment you do not need to book sessions. All club bookings will ask you for consent in order to proceed.

## **LUNCH MONEY**

This button enables you to pay for school lunches. The screen will show any previous transactions you have made and has a button to top up dinner money. This will forward you to the payment section where you will be given the option to pay for a week's worth of school dinners or to pay an ad hoc amount. The minimum amount you can pay is £5.00.

## **INDIVIDUAL CLUBS**

There may also be buttons for individual clubs. These are **non-chargeable** clubs. You should book your child onto all the sessions that are available.