

**Executive Headteacher:**
John Grove **Headteacher:**
Séana Henry

 **Deputy Headteachers:**

Luke Redman

Suzette Coleman

**Wix's Lane, Clapham Common North Side, London SW4 OAJ**

**Tel:** 020 7228 3055 **Fax:** 020 7978 4942 **Email:** admin@wix.wandsworth.sch.uk

Dear Parents and Carers,

At Belleville Wix Academy, we use *Schoolcomms* to offer you an online payment service. You can access it at any time, track how much you have paid, what is outstanding and make payments directly to us using your debit or credit card.

**Getting started**

You will need to register for a School Gateway account from [www.schoolgateway.com](http://www.schoolgateway.com). You will need to enter your email address and mobile number we have on record for you. Please fill out the slip at the bottom to ensure we have the most accurate parent contact details.

When you have entered your email address and mobile number, select the Send PIN button, a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway and view/ make payments.

**Payment requests**

When there is money owing to school by you, we can set up payment requests and you will be notified by text or email that there is a payment request available. Simply log in using your email address and your PIN number, select the payment request(s) you wish to fulfil and follow the Wizard through to pay.

**Convenient**

You can see a record of the payments that you have made and receipts are sent to your registered email address for all transactions you make. You will be able to see your current meal balance and receive reminders to top up when you are getting low.

If you have more than one child at this school or another school that also use the *Schoolcomms* payment module you can merge the accounts so one log in gives you access to all your children’s payment requests and history.

**Secure**

Your card details are not visible or stored in the *Schoolcomms* or school system.

All card information is processed by Barclaycard.

You log in using the email address registered with the school and with your PIN number.

If you have any questions about this, please contact us at the school.

Kind regards,

Miss Holt

Office Manager

Childs name and registration group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/carer’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/carer’s email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/carer’s mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_