

HOW TO CREATE AN ON-LINE PAYMENTS ACCOUNT

1. Go to the school website: <https://www.cardinal-newman.org.uk>

The following screen will appear:

Cardinal Newman Catholic High School website header and navigation menu. The dropdown menu under 'PARENTS AND CARERS' is open, showing options like 'Letters for Parents', 'Bad Weather Protocol', 'Pastoral Care Overview', 'Year 11 Support', 'Term / Key Dates', 'Attendance', 'Parent Surveys', 'Bus Routes', 'School Meals', 'Office 365', 'Online Payments', 'Online Payments Guide', 'Uniform', 'E-Safety Sites', 'Important E-Safety information', 'LA support for parents and families', 'Parent View - Ofsted', 'Grow Your Brain Archive', and 'School Booking Forms'. A blue arrow points to 'Online Payments'. A text box on the right says 'Click on Parents & Carers then Online Payments'.

2. Click onto Parents and Carers and then Online Payments.

The following screen will appear, choose the Get Started option.

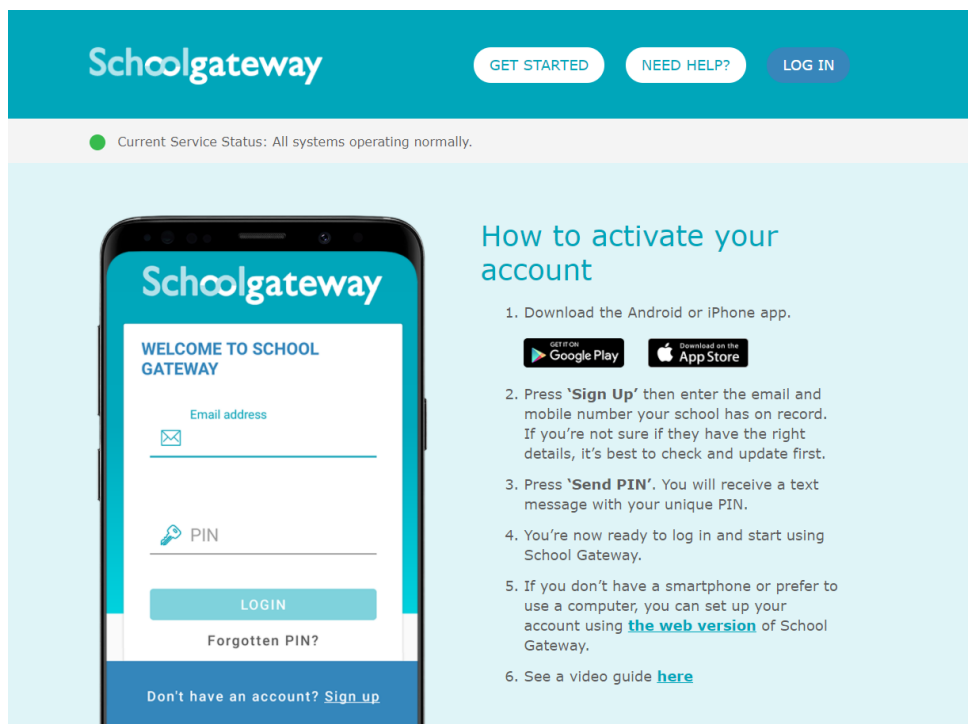
Schoolgateway website header with 'GET STARTED', 'NEED HELP?', and 'LOG IN' buttons. Below the header, a green dot indicates 'Current Service Status: All systems operating normally.' The main content area features the text 'The easiest way to interact with school' and two buttons: 'WATCH VIDEO' and 'GET STARTED'. A blue arrow points to the 'GET STARTED' button. A hand holding a smartphone displays the School Gateway app interface, showing a list of school-related items like 'Attendance', 'Payments', 'Achievements', 'Arts & Crafts Club', 'Homework', and 'School Trips'. A text box on the right says 'Choose Get Started'.

What can I do with the app?



School Gateway is your school's app available on Android, iOS and the web. It'll work on phones, tablets, laptops and even smart watches.

The following screen will appear:



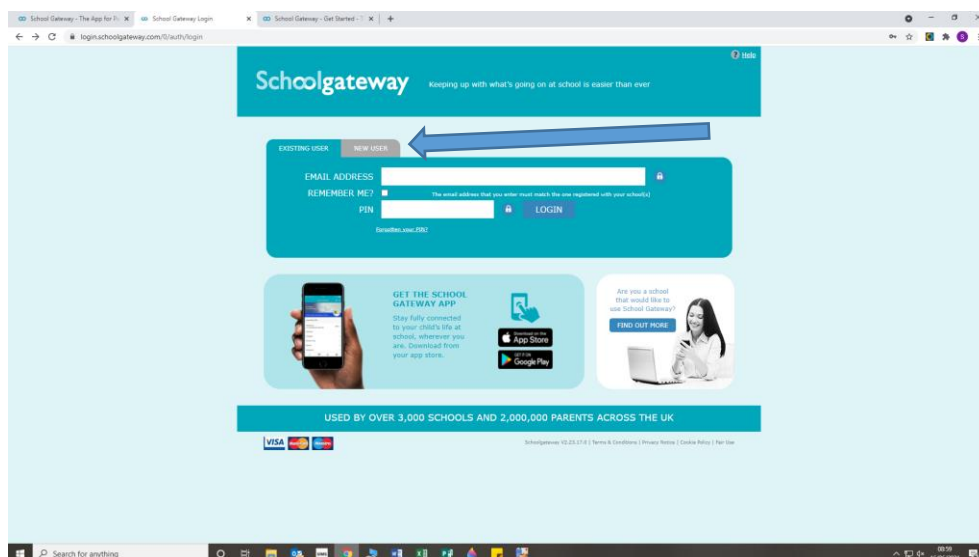
How to log in

This screen gives you information on how to download the app onto your phone.

**Please note - School need to have an up to date email address and mobile number for you in order for you to be able to set up the gateway account and you need to be number one priority contact for your child. (Please contact school if you need help with this).*

If you do not want to use the app and you would like to set up the school gateway from a PC/tablet.

Go directly to the school gateway site through Google, <https://login.schoolgateway.com/0/auth/login>.



Click on
New User

Click on new user, enter your email address and mobile number, then click on send pin.

A pin number will be sent to your mobile phone.

Go back onto the school gateway page and click on existing user.

Enter your email address and pin number and you will then be forwarded to your own school gateway payments screen:

The screenshot shows the 'Schoolgateway' app interface. At the top, there is a teal header with the 'Schoolgateway' logo on the left and a user profile area on the right that says 'Welcome, [redacted]' with links for 'Change PIN' and 'Sign out'. Below the header is a navigation bar with buttons for 'HOME', 'PAYMENT HISTORY', 'ABOUT ME', and 'SCHOOL DETAILS'. The main content area is titled 'You' and shows the school name 'Cardinal Newman Catholic High School' and its logo. There are two primary action cards: 'PAYMENTS' with a shopping cart icon and '2 payment items available', and 'LUNCH MONEY' with a fork and knife icon and '£1.83 balance'. A promotional banner below these cards reads 'Just £1.99. First month free. Limited time only. The smart card and app for kids.' and features images of a smartphone and a smart card. At the bottom, there is a teal bar with the text 'GET THE SCHOOL GATEWAY APP' and 'Stay fully connected to your child's life at school, wherever you are. Download from your app store.' along with 'Download on the App Store' and 'GET IT ON Google Play' buttons.

You can make payments and view your child's break/lunch choices from this screen.