



# CHELTENHAM BOURNSIDE SCHOOL

## School Gateway

### Information and payments

We use School Gateway to send notifications to parents. It enables you to view your child's attendance information and school reports, make online payments, and update contact details.

#### Accessing School Gateway

Download the School Gateway app. You can then register your account by tapping the **New User** button in the app and following the instructions on screen. Once you are registered you will be able to access all areas of the app. The app will keep you signed in automatically, but if you forget your PIN, tap the **Forgotten PIN** button and fill out your contact details to receive a text message with a new PIN. If you are unable to download the app, you can also use the School Gateway [website](#).



#### Making online payments

Once registered, you can use the **Payments** button to pay for a school trip, or to top up your child's dining centre account (minimum value of £10). The **Lunch Money** button will display your child's current balance and recent transaction history.

#### Support

Please contact [itservices@bournside.gloucs.sch.uk](mailto:itservices@bournside.gloucs.sch.uk) if you have any questions.

