

# Coagh Primary School

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Principal: Mr I Bayne B.Ed. (Hons), PQH (NI)

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## Booking/Paying Homework Club – Letter Dated 29<sup>th</sup> August 2024

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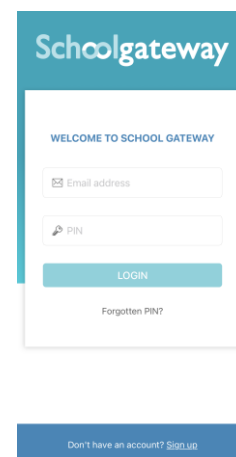
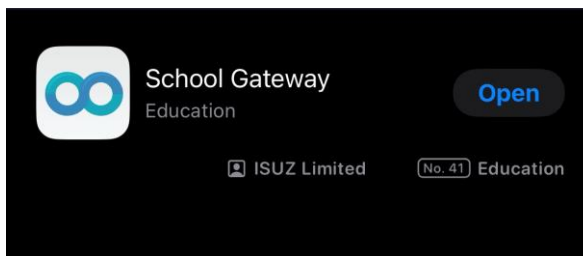
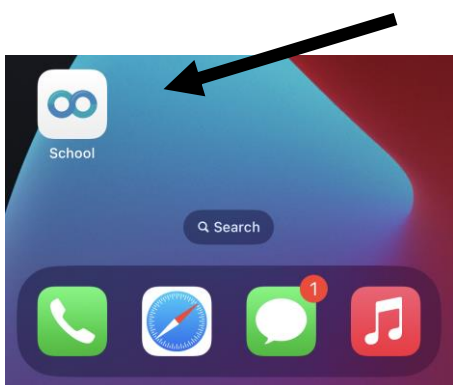
Following a 'trial' during the summer term we are going to 'roll out' our Online Payment App for parents making and paying for 'Homework Club' bookings from Monday 2<sup>nd</sup> September 2024.

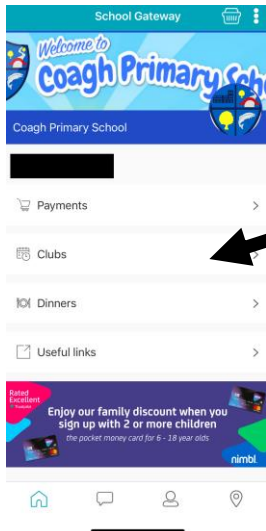
Bookings and payments should be made for Homework Club ideally at the beginning of the week, but they can be made via the online App right up to 3pm on the day of the booking. Please ensure that your child knows they are staying for Homework Club before they come to school or if you need to book 'last minute' please contact the school to let us know that your child is staying for Homework Club so we can inform the child(ren).

There is an option of bringing a sum of cash into the school office (i.e. £30) and school will 'preloading' your account- this will mean that bookings subsequently will be deducted from your Homework Club preloaded balance.

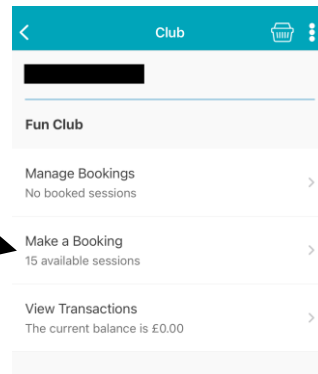
To use the App to book/pay for Homework Club please follow these steps-

**Step 1-** Open the App Store (Available on Apple and Android Phones) and search for School Gateway. Please download to your phone. Register for the App using the email address and mobile number that you provided school as 'main contact'. The PIN number can be changed to a more 'memorable' one by clicking on the 3 dots at the top right of the App screen.

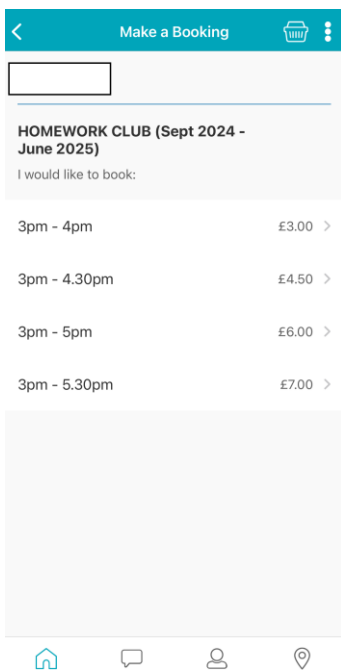




**Step 2-** Once the App opens go to 'Clubs' and then select 'Homework Club'.



**Step 3-** Select 'Make a Booking'.



**Step 4-** Select the time duration that you would like your child to attend.

**Step 5-** Select the days that your child is attending and click 'Book' and then 'Pay Now'.

**It is possible to download the App onto several mobile phones/tablets and then use the same log in details for members of the family to make bookings or pay for items.**

**\*\*\* It is important not to 'log out' of the App as this will mean that you will not receive notifications etc. from school \*\*\***