

Coagh Primary School

31 Urbal Road
Coagh
Co Tyrone
BT80 ODW

Tel: 028 867 37676

Email: ibayne452@c2kni.net

Website: www.coaghprimaryschool.com



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

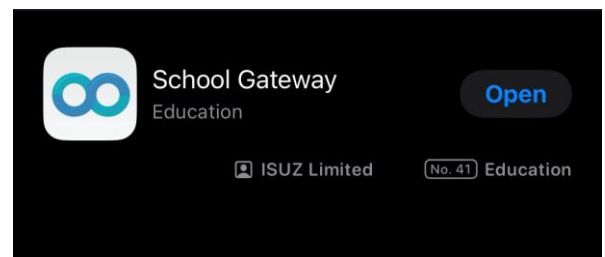
Online Payment System (New Pupils) – Letter Dated 29th August 2024

We currently use an Online Payment App at Coagh Primary School. This allows parents to book/pay for school dinners, Fun Club and Homework Club. It also allows parents to receive messages and notifications from school and sign consent forms etc.

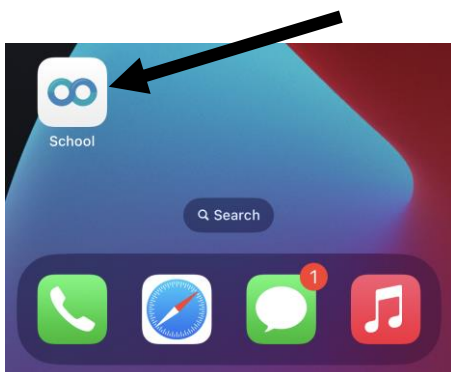
We are asking that all parents please follow these instructions to download the App onto your mobile. It is important for ALL parents to download the App even if your child doesn't take dinners or stay for Fun Club/Homework Club.

To download the App please follow these steps-

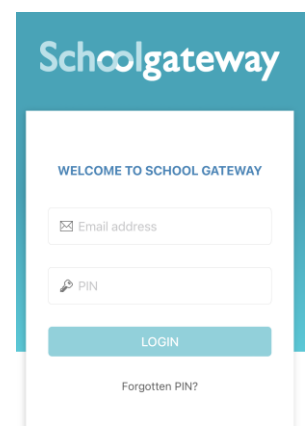
Step 1- Open the App Store (Available on Apple and Android Phones) and search for School Gateway. Please download to your phone.



Step 2- Find the App and open the App on your mobile Phone.



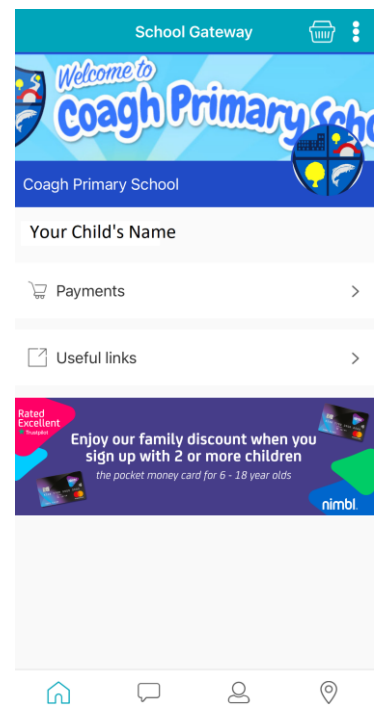
Step 3- Once the App opens go to 'Sign Up' at the bottom of the screen.



Step 4- On this screen please enter the email address and mobile number that you provided school. These need to match otherwise you will be unable to log in. Click on the 'I Agree to terms and privacy notices' and then click 'Send Pin'. You will receive a PIN number to your phone (Please keep a note of this PIN number as you will need it to log into the App).

** If an error message appears at this stage please email ibayne452@c2kni.net or jgates785@c2kni.net as it is likely we an error on the school side relating to your mobile number or email address. We will need to correct these in school before you will be able to log in. **

Step 5- Once you receive your PIN number, please 'Log in' and the following screen should appear in your App.



Step 6- Please ensure that in your phone settings you have 'allowed/enabled' messages to be sent from School Gateway. This means that any messages sent by school can appear on your phone like you would receive if you had a text message, WhatsApp message or notification.

Thank you for taking the time to download this App