



Glenann Primary School  
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Friday 6<sup>th</sup> October 2023



**ParentPay Download Guide for Families**

Dear Parents/Carers,

We are very excited to be introducing **ParentPay** to Glenann Primary School as we move towards a cashless system of payment that will allow you to pay for school dinners, snacks, clubs and various other activities in a much easier way. **ParentPay** is a member of the *School Gateway Online Support system* and **from Monday 6<sup>th</sup> November 2023**, all future dinner/snack bookings and payments will go through this online system. We have deliberately given an extended timeframe to families to download the app, get used to the system & help deal with any issues which may arise.

**To download the app for free**, simply search **School Gateway** in your App store and download.

- **Apple iPhone** users can download the app here:
- [www.schoolgateway.co.uk/iosdownload](http://www.schoolgateway.co.uk/iosdownload)
- **Android Phone** users can download the app here:
- [www.schoolgateway.co.uk/androiddownload](http://www.schoolgateway.co.uk/androiddownload)

When you download and open the app – **scroll to the very bottom** where you will see the option of ***'Don't have an account? Sign up'*** – proceed then to sign up using the e-mail address and mobile telephone number provided in the latest Data Collection Information to the school. You will then receive a **PIN** (via text) which enables you to login directly to the **Glenann PS portal**. Please ensure you have used the **latest e-mail and mobile number provided to the school**.

**Payment**

Payments **will not be requested until Friday 27<sup>th</sup> October** and when these become live, we recommend **nominating your card** as the payment method, as this can then be taken instantly for each activity. See below for video demonstration:

<https://parent-support.parentpaygroup.com/hc/en-gb/articles/4409418832145-How-do-I-make-a-payment->

For more information, also see the School Gateway site: <https://schoolgateway.co.uk/> and note that families can also login to the online version of School Gateway via this site if you **do not have a smart phone**.

Kind Regards,

*P. Shivers*  
**Padraig Shivers**  
**Principal**  
**Glenann Primary School**