

May 2017

Dear Parents and Carers

ONLINE PAYMENTS

We are pleased to advise that Tavistock College is now operating an online payment system for trips and college purchases. From the 1st June student planners, college ties, lost library book fees etc. can also be paid for via the 'School Gateway'. This will reduce the amount of cash students need to carry around and also give you a quicker and far more efficient way of paying for goods and trips.

As you may already be aware this gateway is currently used very successfully for the cashless catering within college and allows users to top up accounts via the School Gateway smartphone app or the website. We have also recently trialled online payments on the gateway for some of the larger trips that the college is running and the response to this has been very positive.

If you are a user of the gateway app you will already be familiar with this system. From **1st June** you may also see additional items to purchase listed against your son/daughter's account, such as planners, ties etc. **PLEASE DO NOT** make a payment against these items **unless you require them** OR have been notified by the college that a payment is due, for example a charge for a lost library book.

If you need to purchase a planner, tie etc. please make the payment online. Your son/daughter should then see Mrs Timms at the student income window, in the Concourse, to collect the required item. The window is open every morning 8.30-9am and Monday & Wednesday lunchtimes.

TRIPS/ADDITIONAL ITEMS We will notify you by text or email when new items such as trips, revision guides, sports kit are available for payment and you will also be able to give your parental consent where required for your son / daughter to take part in college activities.

NOT USING GATEWAY? What to do now:

Activate your School Gateway account. It is quick and easy to do. All you need are your email address and mobile number that the college hold on record for you.

- **Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the college money when we send you a text message.

OR

- **Visit:** www.schoolgateway.com
- Enter your current email address and mobile number
- Select 'Send PIN'
- A PIN will be sent to your mobile phone. Use this to log into your new School Gateway account.

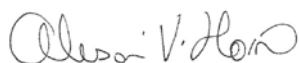
Together: we care, we challenge, we excel

If you have trouble logging in please make sure that you have used the email address and mobile number currently held at the college against your son/daughter's record. To update these details please contact your Head of Year Administrator.

Please contact Mrs Timms, either by phone 01822 614231 ext. 204 or by email finance@tavistockcollege.org if you should have any further queries or do not have access to the internet, so that arrangements can be made within college to enable you to set up a gateway account and training will be available if required.

May I take this opportunity to thank all parents and carers who have already begun to make payments online and for your continued support in helping us move towards a far more efficient cashless/paperless system.

Yours sincerely

A handwritten signature in cursive script that reads "Alison V. Horn".

Mrs Alison Horn
Strategic Business Leader