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Dear Parents,

### **OPENING A SCHOOL GATEWAY ACCOUNT**

During your child's time at Westbury Park, we will ask for various consents and financial contributions for trips, dinner money, music tuition and sporting events etc. All consents and contributions are made via School Gateway, we do not accept cash or cheques in the School Office.

It is very easy to set up your child's Gateway account. You will find the 'Online Payments' under the 'Parents' section on our website and there are clear instructions on how to set up and access your account. Alternatively you can go direct to [www.schoolgateway.com](http://www.schoolgateway.com). Please note you will not be able to open an account until your child is on roll at Westbury Park in September.

The details you will give must match what we have on our system at school which will be your email address and mobile phone number; therefore, it is important that you use the corresponding information.

If you have any trouble at all setting up your account please come to the School Office and we will be more than happy to assist you.

Yours sincerely

**R Bamber**  
**Head Teacher**