



## SOUTH HILL PRIMARY SCHOOL

*'Building Character, Learning Together'*

**Co-Headteachers:**

Miss J Wellbelove & Miss L Wren

Heath Lane  
Hemel Hempstead  
Hertfordshire  
HP1 1TT

**Tel:** 01442 402127

**email:** [admin@southhill.herts.sch.uk](mailto:admin@southhill.herts.sch.uk)

**website:** [www.southhill.herts.sch.uk](http://www.southhill.herts.sch.uk)

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### How to make online payments via School Comms

You can make online payments via the School Gateway smartphone app or website. You will also be able to view school meal balances and top them up at any time.

#### **What you need to do now**

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

**Download the app:** If you have an Apple or Android supported smartphone, please download School Gateway from your app store (Apple App Store and Google Play). The app enables you to pay for school items PLUS you can view messages sent from school and send app messages to school for FREE.

**When installing the app, please ensure you say yes to allow push notifications, otherwise you will not receive notification of any new messages.**

You can pay for items via credit or debit card as well as by Instant Bank Transfer. *If you wish to make a payment on the app via Instant Bank Transfer you must first fill in an Instant Bank Transfer mandate on the School Gateway website ([www.schoolgateway.com](http://www.schoolgateway.com)).*

**OR Visit the website:** [www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

We'll notify you by text or email when new items are available for payment.

#### **Can't activate your account?**

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the school office to update the details on our system.

