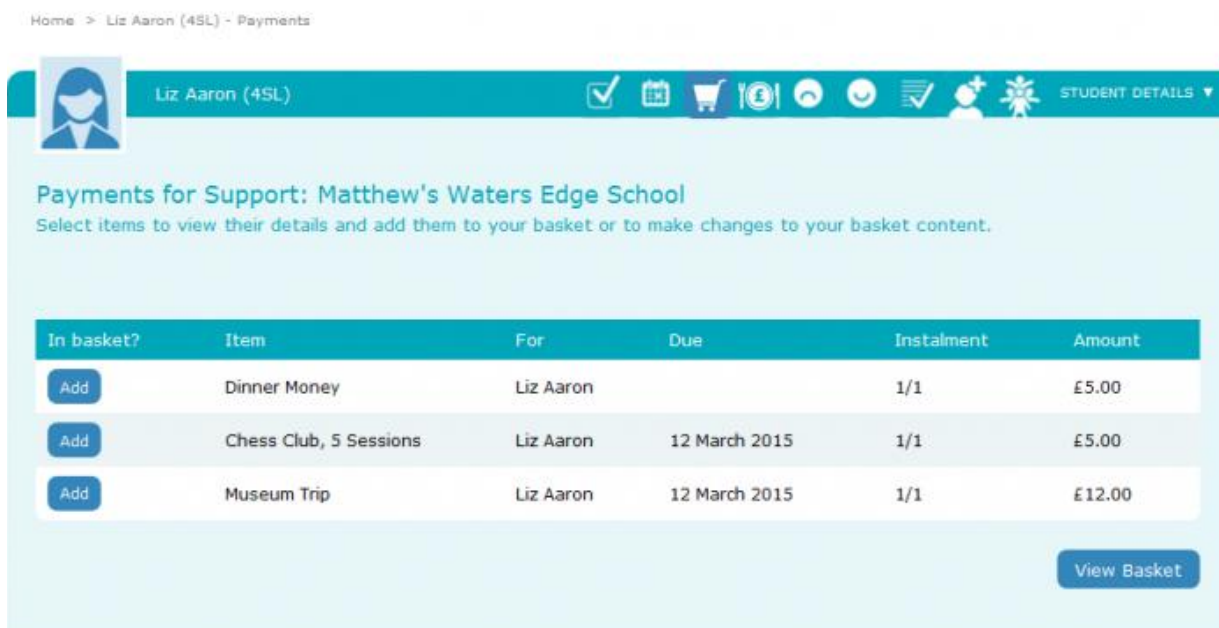


School Gateway – Help for parents – Web Version – Payments

Making Payments

- To view and/or make a payment select the **Payments** tab. Below the payments heading it will tell you how many many requests you have available to pay

Home > Liz Aaron (4SL) - Payments



Liz Aaron (4SL) STUDENT DETAILS ▾

Payments for Support: Matthew's Waters Edge School
Select items to view their details and add them to your basket or to make changes to your basket content.

In basket?	Item	For	Due	Instalment	Amount
Add	Dinner Money	Liz Aaron		1/1	£5.00
Add	Chess Club, 5 Sessions	Liz Aaron	12 March 2015	1/1	£5.00
Add	Museum Trip	Liz Aaron	12 March 2015	1/1	£12.00

[View Basket](#)

- You will then see a list of all the **payment requests** linked to any child which are on your School Gateway account. In the **For** column it will say which child that payment request is linked to so you can check you are paying for the correct student
- If there are limited places available, this will be shown in brackets in the item description
- Click the **Add to basket** button

Museum Trip
✕

Please review the details below.

For: Liz Aaron

Due Date: 12 March 2015

Event Date: 26 March 2015

Amount: £12.00

Instalment: 1 of 1

Places left: (30 places left)


Additional info: Bus will arrive back at the school around 17:00

Consent: *

Comment: *

Cancel
Add to Basket

- Parental consent or a parental comment may be required
- Tick the **Parental consent (required)** box if you are happy to give consent
- Enter your comment in the **Comment** box if required



Liz Aaron (4SL)

✓
📅
🛒
£
🔄
📄
👤
❄️

STUDENT DETAILS ▾

Payments for Support: Matthew's Waters Edge School

Select items to view their details and add them to your basket or to make changes to your basket content.

In basket?	Item	For	Due	Instalment	Amount
Add	Dinner Money	Liz Aaron		1/1	£5.00
Add	Chess Club, 5 Sessions	Liz Aaron	12 March 2015	1/1	£5.00
Remove	Museum Trip	Liz Aaron	12 March 2015	1/1	£12.00

View Basket

- To continue, choose another item to pay or if you have finished select the **View my basket** button
- You will be shown a summary of your payment

Item	For	Consent	Comment	Amount
Museum Trip (1/1) (30 places left)	Liz Aaron	<input checked="" type="checkbox"/>	Mum will pick Liz up	£12.00
Total Amount				£12.00

[Return to the list of payments](#)
[Proceed](#)

- To return to the items available for payment select **Back to payments**
- To proceed with your payment, select **Proceed**
- You will then get two options on how you wish to pay for your selection, **Instant Bank Transfer** or **Credit or Debit cards**

PAYMENT METHODS X

Please select a payment method

Instant Bank Transfer

The easiest and fastest way to make payments to your school.

Credit or Debit cards

Card payments cost your school more to process than Instant Bank Transfers.

[Cancel](#)

Payments via Credit or Debit cards

- When you proceed to process a payment via Credit or Debit card, you will first be asked to select a payment method



Transaction Details

To Pay For : **This transaction will appear on your card statement as ISUZ/SchoolGateway**
Amount : **12.00 GBP**

Select Payment Method

Please click below to select the type of card you wish to use.



Please only click the cancel button below if you intend to abort this payment process.

Cancel

FAQs

If your browser is not showing the secure padlock on your screen click on this padlock.

- You will then be prompted to enter your card details, once these have been entered click **Proceed**



Transaction Details

To Pay For : **This transaction will appear on your card statement as ISUZ/SchoolGateway**
Amount : **12.00 GBP**

Enter Card Details

Card Number:*	<input type="text"/>
Card Type	Visa Debit / Delta
Firstname:*	<input type="text" value="Matthew"/>
Surname:*	<input type="text" value="Warburton"/>
Valid from:	Month: <input type="text"/> Year: <input type="text"/>
Expiry date:*	Month: <input type="text"/> Year: <input type="text"/>
Security Code:*	<input type="text"/>

Back

Proceed

Cancel

- You may be redirected to a security screen. This will be Verified by Visa or MasterCard SecureCode depending on your card type
- Please note in order to complete a payment on the School Gateway using a debit or credit card, the card must have **3D secure enabled**. If not the payment will not be processed
- Once completed you will be returned to the School Gateway where you will see confirmation of the payment

Schoolgateway Welcome, Matthew Warburton | [Change PIN](#) | [Sign out](#)

HOME | PAYMENT HISTORY | ABOUT ME | SCHOOL DETAILS

Home > Liz Aaron (4SL) > Payments > Basket

Liz Aaron (4SL) STUDENT DETAILS ▾

Confirmation
 Thank you for your payment. Your payment reference number is **35326aaa-5487-4991-b1b9-d850bab3b99e**
 A receipt has been emailed to **matthew.warburton@schoolcomms.com**
 You can see a history of the transactions you have made at any time by going to [Payment History](#)

Item	For	Consent	Comment	Amount
Museum Trip (1/1)	Liz Aaron	<input checked="" type="checkbox"/>	Mum will pick Liz up	£12.00
Total Amount				£12.00

[Make another Payment](#)

SCHOOL GATEWAY APP - NEW FEATURES...
 You can now make payments via School Gateway app. Download from your app store.

Available on the [App Store](#) | [Google play](#)

- To return to the list of payment items available to you, select **Make another payment**
- You will receive an email confirming the payment details

Lunch Money

- Select **Lunch money** to view or top up your child's lunch money account



Liz Aaron (4SL)

Lunch Money
The current balance is £9.50. This was last updated at 10:30 on 12 March 2015.

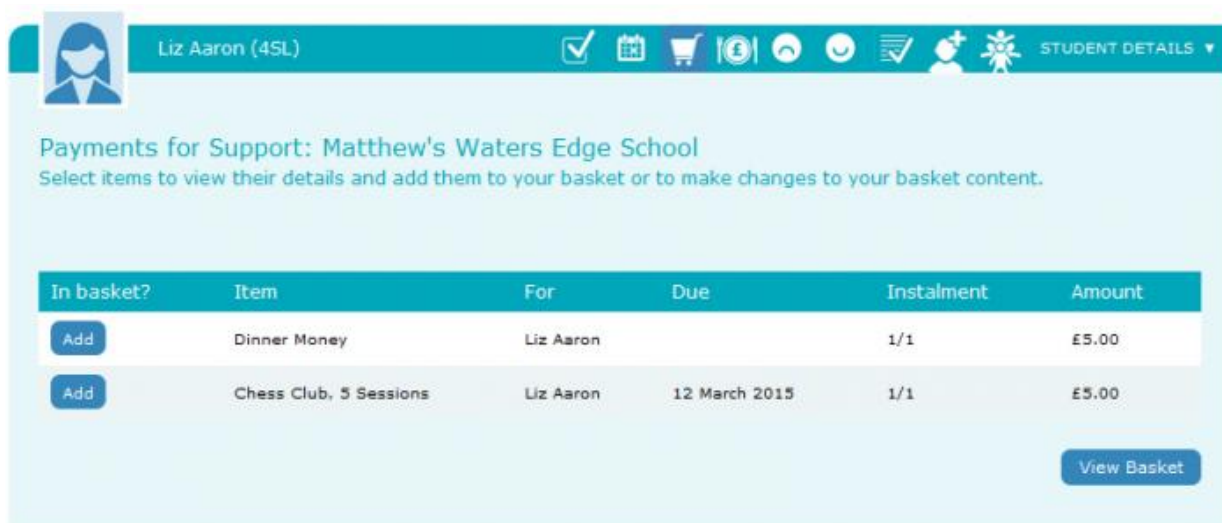
[Top up lunch money](#)

Start Date: End Date:

Date	Description	Type	Amount
12 March 2015	School Meal	Debit	-£2.10
12 March 2015	Cash Payment	Credit	£20.00
11 March 2015	School Meal	Debit	-£2.10
10 March 2015	School Meal	Debit	-£2.10
9 March 2015	School Meal	Debit	-£2.10
6 March 2015	School Meal	Debit	-£2.10

* Please note that the information on this page may not be updated immediately following a payment or purchase.

- You will see the child's current lunch money balance, and any debit or credit history
- Click **Top up lunch money** to add funds to the lunch money account
- You will be redirected to the payments screen and you will see all the payment requests available to pay for



Liz Aaron (4SL)

Payments for Support: Matthew's Waters Edge School
Select items to view their details and add them to your basket or to make changes to your basket content.

In basket?	Item	For	Due	Instalment	Amount
Add	Dinner Money	Liz Aaron		1/1	£5.00
Add	Chess Club, 5 Sessions	Liz Aaron	12 March 2015	1/1	£5.00

[View Basket](#)

- Add the lunch money payment request to your basket, depending on how the school wish for you to pay for school lunches you may get a window appear asking you to enter an amount

Dinner Money ✕

Please review the details below.

For: Liz Aaron

Amount: * £

Instalment: 1 of 1

Cancel
Add to Basket

- To continue, choose another item to pay for, or if you have finished select **View my basket**
- You will be shown a summary of your payment
- To return to the items available for payment select **Back to payments**
- To proceed with your payment, select **Checkout**

Payment History

- Select **Payment History** to view and download your payment history

Your transaction history will be listed

Schoolgateway
Welcome, Matthew Warburton | [Change PIN](#) | [Sign out](#)

HOME
PAYMENT HISTORY
ABOUT ME
SCHOOL DETAILS

Home > Payment History

Payments

Payment History
View and download your transaction history.

Start Date: End Date:

Please select a transaction from the list to view the payment details.

Date	Time	School	School Member(s)	Payment ID	Amount
12 March 2015	10:53:30	Support: Matthew's Waters Edge School	Liz Aaron	35326aea-5487-4591-b1b9-d850bab3b99e	£12.00

Download transaction history

SCHOOL GATEWAY APP - NEW FEATURES...
You can now make payments via School Gateway app. Download from your app store.

Available on the App Store
GET IT ON Google play

- Narrow your transaction history by using the search options
- Select a start date and/or end date of when a payment was made
- To view more details of a transaction click on the transaction and a pop up will appear

Payment History transaction details ✕

These are the details for the £12.00 transaction made on 12 March 2015.

Item	For	Instalment	Consent	Comment	Amount	Payment Type
Museum Trip	Liz Aaron	1/1	<input checked="" type="checkbox"/>	Mum will pick Liz up	£12.00	Online transaction

Close

- To save a copy of your payment history select **Download transaction history**