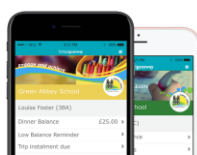


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## School Gateway – the new way to book Clubs!

02 September 2019

Dear Parents/Carers

### School Gateway – the new way to book all After School Clubs

We are very excited to be introducing School Gateway – a parent engagement app that we will be using from September to book and pay for After School Clubs.

School Gateway will be our main way to book all of the school run activity clubs, as well as our main After School Club. Before you can book you must have completed a registration form for clubs. Once we have received your registration form your child will be added to the club's register, you will then be able to book online. All children who attended After School Club last year have already been added.

To stay up to date with all clubs at school make sure you download the app for free. Just search **School Gateway** in your App store and download. This is available for you to download now.

Your login details will be automatically generated using the contact information we already have, so please make sure the details we hold for you are up to date. You can check and change these details by sending an email to **office.3832@st-barnabas.oxon.sch.uk**

If you have any questions or would like some more information, please see the School Gateway site here: **<https://schoolgateway.co.uk/>**.

You can also login to the online version of School Gateway via this site if you do not have a smart phone, although we do recommend using the app if possible.

Once you have registered with School Gateway you will be able to see how many spaces are available at the various clubs and check if the clubs are full. You will be able to book up to 10.00 am on the day of the club, if of course, there are still places available. Bookings after this time must be through the school office and these will be charged at the late booking fee. If you do not have access to the internet you will still be able to book spaces through the office, but make sure you book early or this may incur a late charge. If once you have registered, you find that you are unable to book sessions for your children, please contact the office and we will check the registration.

If you currently pay for After School Clubs by one of the various voucher schemes you will still be able to book clubs via School Gateway. If paying by voucher scheme you must ensure that payments are up to date or you may risk losing your child's place at the selected club.

Yours sincerely

A handwritten signature in black ink that reads 'Karen Donaghey'.

Karen Donaghey  
Headteacher



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