

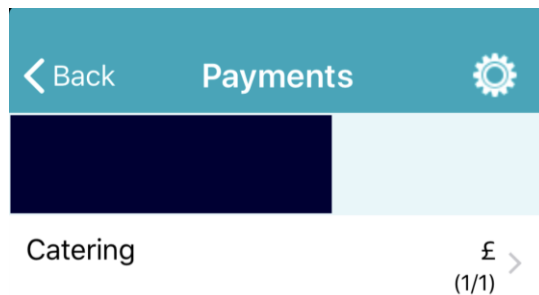
School Gateway APP



This is the home page of the APP.

My Payments – is how you top up your son/daughters account

My Lunch Money – This is where you can view payments that have been made and track purchases.



Topping Up

Click on **My Payments**

Select **Catering**

Enter the amount to top up

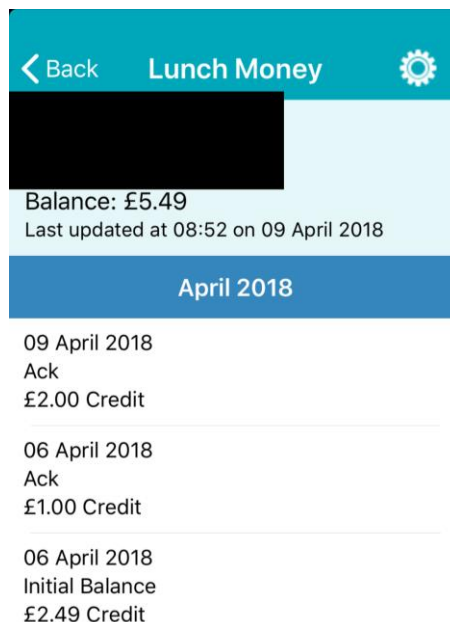
Enter your payment details

Viewing Purchases and Balances

In **My Lunch Money** you can view top-ups and purchase history

The app updates these are 6am, 10am, 12pm and 2pm everyday.

Top-ups need to be made by 11:15 to ensure they are available for lunch.



School Gateway Online

After logging into School Gateway online click on **My Payments** or **My Lunch Money**, these pages offer the same functionality as the app.

Topping Up

Select "ADD" next to the catering item and enter the amount to top-up

In basket?	Item	For	Due	Instalment	Amount
Add	Catering	[REDACTED]		1/1	£5.00

Catering

Please review the details below.

For: [REDACTED]

Amount: * £

Instalment: 1 of 1

[Cancel](#) [Add to Basket](#)

Click Checkout

Item	For	Consent	Comment	Amount
Catering (1/1)	Scott Willis			£5.00
Total Amount				£5.00

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

Choose the way to top-up either by direct debit or card payment

PAYMENT METHODS

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](#)