

*St Levan Primary School*  
*where all children SHINE...for life*

**The Bottoms, St. Levan, Penzance, Cornwall, TR19 6HD**  
**Tel: 01736 810486**



22<sup>nd</sup> November 2023

Dear Families

We are introducing an online system that will allow you to consent to school trips and to make payment for trips, swimming, lunches etc. We will be using an app called School Gateway.

All school related bookings and payments will go through School Gateway from Monday 4<sup>th</sup> December. Please make sure you download the app for free. Use the links below if reading online or just search for School Gateway in your App store and download.

Apple iPhone users, **download** the app here: [schoolgateway.co.uk/iosdownload](https://schoolgateway.co.uk/iosdownload)

Android phone users, **download** the app here: [schoolgateway.co.uk/androiddownload](https://schoolgateway.co.uk/androiddownload)

Your login details will be automatically generated using the contact information we already have on file, please notify the office if your email address or mobile phone numbers have recently changed.

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.

Please follow the current payment process for events you already have letter for ie Hall for Cornwall (all), Acorn Theatre (all), St Buryan Church (Choughs), Minack Theatre (Puffins) – except lunches taken at these events after 4<sup>th</sup> December.

Please **STOP** making cash and online payments for anything (except the events above) after 4<sup>th</sup> December – ie swimming, any lunches (including school packed lunches) taken on or after 4<sup>th</sup> December and any future trips,

Please **DO** download the app and be ready to start consenting to future trips and making **ALL** future payments via SchoolComms.

Kind regards

The St Levan Team