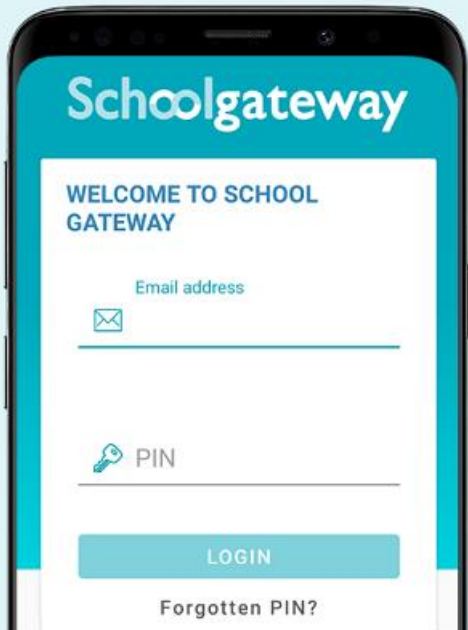


## Payment Information for New Starters


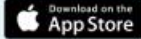
### School Gateway

Kettlefields uses the School Gateway system for Breakfast and After School Bookings and for school visit etc. Parents can down the School Gateway App or use the web version to pay for/book clubs and trips.

Please see below for further details:



### How to activate your account

1. Download the Android or iPhone app.  
 
2. Press '**Sign Up**' then enter the email and mobile number your school has on record. If you're not sure if they have the right details, it's best to check and update first.
3. Press '**Send PIN**'. You will receive a text message with your unique PIN.
4. You're now ready to log in and start using School Gateway.
5. If you don't have a smartphone or prefer to use a computer, you can set up your account using [the web version](#) of School Gateway.

### How to log in

1. Once you have your PIN, go ahead and launch the School Gateway app on your smartphone or tablet.
2. Enter the email you have registered with your school and the PIN you received. If you didn't get a PIN, it is likely because your school doesn't have the right contact info. Get in touch with them to check.
3. If both the email and PIN are entered correctly, hit '**Login**' and you're ready to start engaging with your school.
4. You can also access School Gateway [on the web](#)

### Arbor – School Meal Payments

For school meal payments, Kettlefields uses 'Arbor'.

Once your child starts with us, we will email login details to you. There is no need to book meals but all payments should be made in advance. You can login at any time to check your school dinner money balance. For children in Year R, 1 & 2 and for those in receipt of pupil premium there is no charge for school meals.

