



Kexborough Primary School

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YOU CAN PAY FOR AND ORDER SCHOOL DINNERS ONLINE

You can make online dinner money payments via the School Gateway smartphone app or website. You can also view school meal balances and top them up at any time as well as view the school meals on offer for that day/week and pre-order your meals. **Please note the minimum payment that can be made by this method is £1.80.**

School must have your current email address and mobile phone number before you can log on to the website.

What you need to do to start online payments:

Visit the website: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

OR

Download the app: If you have a smartphone, please download [School Gateway from your app store](#) (Android and iPhone). The app shows the same information as the website.

AFTER ENTERING LOG IN DETAILS:

- 1) Click on 'Lunch Money' box
- 2) Click on 'Top Up Lunch Money'
- 3) Click on 'Add'
- 4) Enter amount (minimum £10)
- 5) Add to basket
- 6) View basket
- 7) Checkout
- 8) Choose box marked 'Credit/Debit Cards'
- 9) Complete transaction with your bank details

If You Can't Activate your Account?

If you're having trouble logging in, it may be because school doesn't have your current email and mobile phone number on record. Please call us or pop into the office and we'll update the details on our system so that you can start making online payments.

We hope that you'll find School Gateway to be a fast and easy way to book/order and pay for school meals.