

How to set up a School Gateway Account

Please either download the app 'School Gateway' or Google 'School Gateway' or click on 'top up lunch money' via our school website

Click 'New User'

Enter your mobile number and email address. These have to be the details you provided to school in the Data Collection Form as primary emergency contact number 1.

Read and click the tick box to agree to the Terms and Conditions.

Click 'Send PIN'. You will receive a pin code via text message.

Use this pin code and your email address to use School Gateway from then on.

You can share this pin code and your email address with the other parent/ carer who will be able to view the account and top it up too.

You can top up the lunch money balance by clicking 'lunch money, then 'top up balance' , then click on 'lunch money'. Alternatively, if you are paying for a trip or something else, click on the option available like 'trip', enter amount and follow the next steps for payment details. Most times the payment amount will be pre-set.

If you change your email address or mobile number at any point during your child's time in school please email reception@uobschool.org.uk to inform us as this will affect your School Gateway account. We will need to update our system which can take up to 24 hours to sync.

If you ever forget your pin code, click on 'forgotten your pin'.

If you ever discover that a feature is missing from your School Gateway account, it is worth trying to access it on a different device, via the web browser or downloaded app.