



# West Kingsdown Church of England Primary School

Fawkham Road, West Kingsdown, Sevenoaks, Kent, TN15 6JP

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[www.west-kingsdown.kent.sch.uk](http://www.west-kingsdown.kent.sch.uk)

Headteacher: Mr B Hulme

Dear Parents / Carers,

Friday, 26<sup>th</sup> March 2021

## Re : SchoolComms/School Gateway Online Payments

We have now arranged for an online payment system through SchoolComms/School Gateway.

Payments can now be paid directly via this system and going forward this is our preferred method for you to pay any school trips/visits or events. Please use the following instructions for guidance. When you open SchoolComms/School Gateway you will need to go to:

1. My Payments. Click on the event that you wish to pay e.g. Year 6 PGL.
2. Add to basket.
3. View basket.
4. Checkout, click on 'checkout'.
5. Set-up a bank transfer or pay by card option.

Please also ensure that you tick the 'consent' box option to confirm your child's attendance.

Should you have any questions or queries, please do not hesitate to contact Mrs. Massey in the School Office.

Yours faithfully,

Mr. B. Hulme  
Executive Headteacher