## **Instant Bank Transfer**

Instant Bank Transfer is a secure payment method and will not only make paying for school items faster for you, but it will also cut the cost to the school of processing online payments. When using Instant Bank Transfer for the first time you will be asked to enter your bank account details.

Once set up, on all future occasions, you'll simply need to enter the amount you wish to pay the school and then click to authorise the payment.

## You will then receive an email like the one below:

This is an automated email regarding your School Gateway account registered with Dorothy Stringer School.

Thank you for submitting an Instant Bank Transfer payment of £XX.

This payment will be debited from your bank account e.g. BARCLAYS BANK PLC on or shortly after (4 working days from payment. However, your child's account will be credited as soon as the system/network updates)

It will appear on your bank statement as School Gateway, ref: DorothyStr. Please login to the School Gateway Website at https://login.schoolgateway.com where you will be able to view the full details of this transaction in your payment history.

If there is an issue with this payment, please contact Bubbles Robinson 01273 852212.

## Followed by a second email confirming payment:

Dear XXXX.



This is an automated email regarding your School Gateway account registered with Dorothy Stringer School.

Important: Confirmation of the setup of your Direct Debit to School Gateway.

You can now make payments from your School Gateway account using Instant Bank Transfer. The easy, fast, one-click way to pay your school.

Instant Bank Transfer payments will be debited from your bank account e.g. BARCLAYS BANK PLC via Direct Debit and will appear on your bank statement as School Gateway, ref: DorothyStr.

If there is an issue with this Direct Debit, please contact Dorothy Stringer School, 01273 852212. We would encourage you to use this new option to save yourself time and the school money.

Instant Bank Transfer will also become available in the School Gateway app as part of the next planned app release.