



12th June 2023

Dear Parents and Carers

School Gateway and After-School Club

We are introducing a new digital system called **School Gateway**. School Gateway will allow you to quickly access Ashmole Primary School links to Google Classroom, calendars, latest news, parents evening, Breakfast Club and After-school Club bookings as well as other essential digital services.

From July 2023 all bookings for Breakfast and After-School Club will have to be made through **School Gateway**. This will replace the current booking system where you contact the school directly to book a place.

Breakfast and After-School places will be released on a half- termly basis and must be paid for upfront. Once bookings have been made, you will be unable to cancel your child's space as refunds will only be made if your child is absent from school with illness. Parents and carers who receive childcare vouchers should contact us at basc@ashmoleprimary.org for more information on how to use these to pay for Breakfast and After-School Club.

Places for the first Autumn half-term 2023 will be released on the 7th July and parents and carers will have two weeks to book. To support parents and carers in planning we have asked all external extra-curricular clubs to release their places on the same day.

To enable parents and carers to book places for Breakfast and After-School Club, parents and carers must set up an account with **School Gateway** which can be accessed via an internet browser or an app available on Android and iOS devices.

To set up an account, please follow the 'setup guidance' attached with this letter.

If you have any questions regarding the above, please do not hesitate to contact me.

Yours faithfully

Mrs Andrews
Office Manager/Head Teachers PA

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