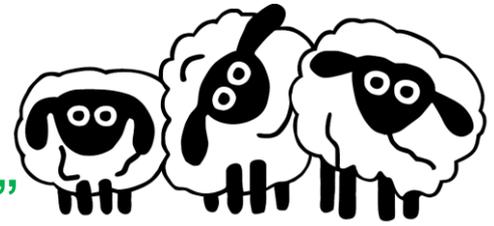


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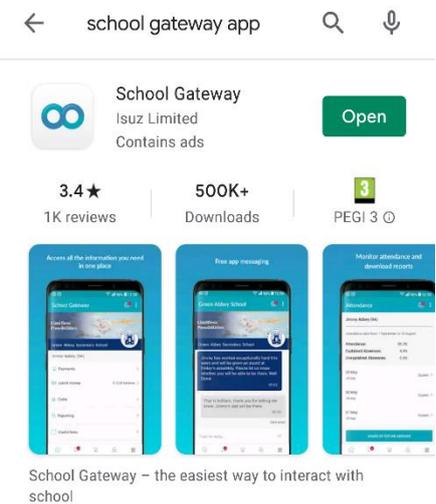
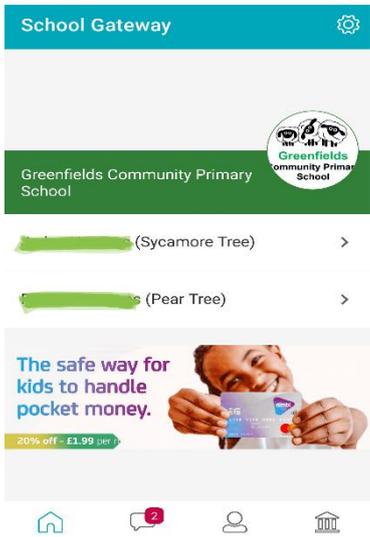
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### School Gateway Information

Please see the steps below on how to download and use:

<p>Step 1: Downloading the App. This is the icon you need to look for:</p>  <p>School Gateway – the easiest way to interact with school</p>	<p>Step 2: Once you have downloaded and linked all your information. When you open the app you will see your child/ren names. Click on the name you want to book the club for.</p> 
<p>Step 3: Now click on the 'Clubs' link.</p>	<p>Step 4: You will see a list of the club options available for your child/ren. Click on the one which you would like to book.</p>

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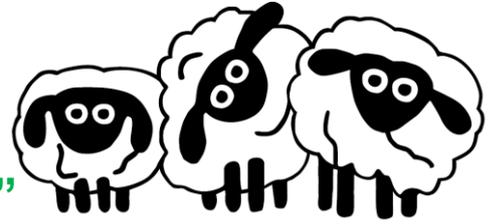
Telephone – 01622 758538

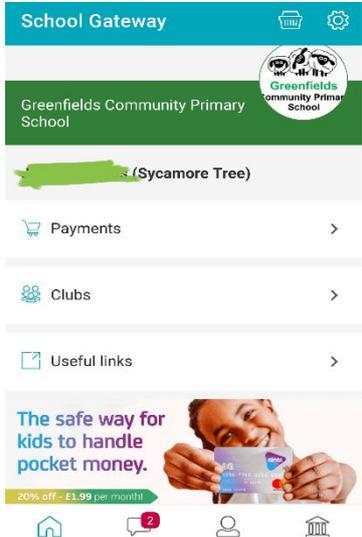
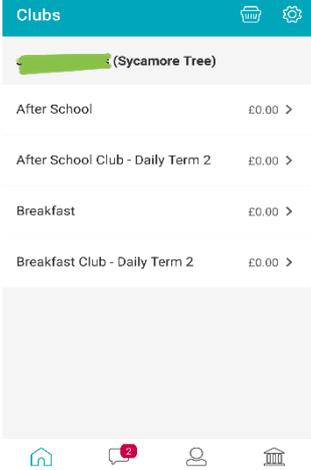
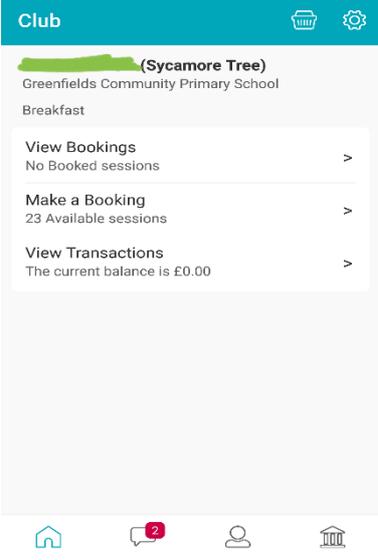
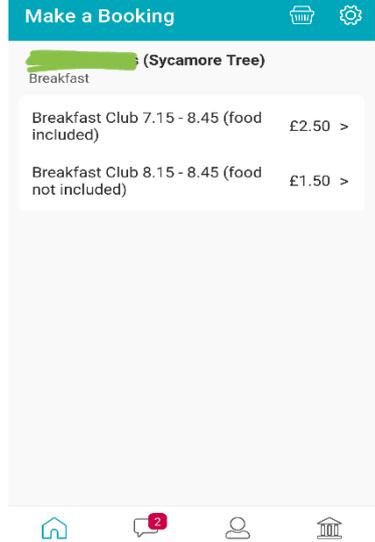
E-mail – [office@greenfieldscps.kent.sch.uk](mailto:office@greenfieldscps.kent.sch.uk)

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<p>Step 5: Please now click on 'Make a booking'</p> 	<p>Step 6: You will now be able to choose which option, with food or without food. Please make sure to check the times.</p> 

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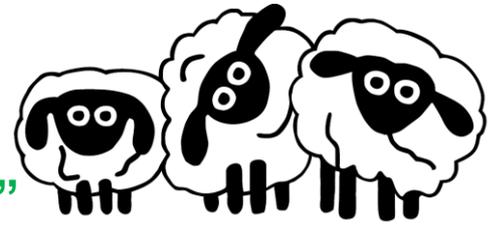
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Step 7: You can now book the days which you want your child/ren to attend. Then click the button ‘Make a Booking’

Step 8: This shows you the confirmation and price of the booking so far. Click ‘Pay now’

Step 9: Full price of bookings are now showing. Click on them to add to the basket.

Step 10: Click ‘Add to basket’

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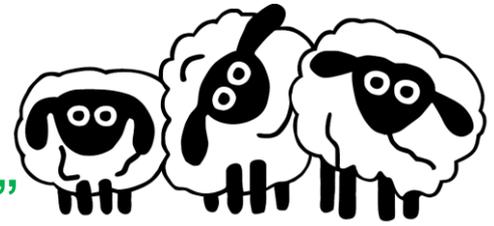
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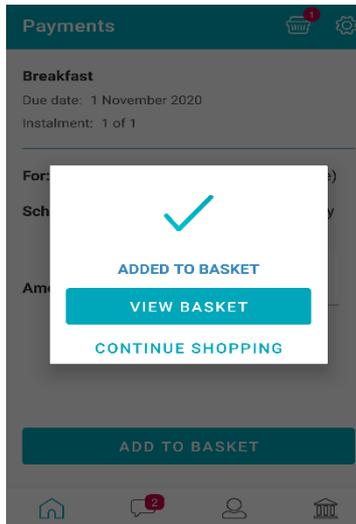
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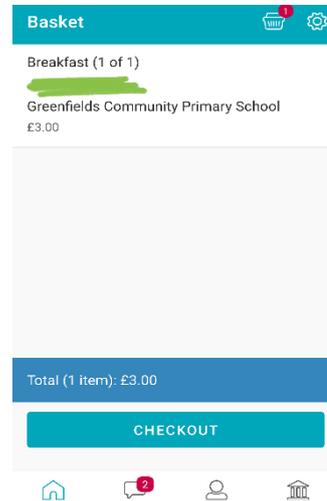
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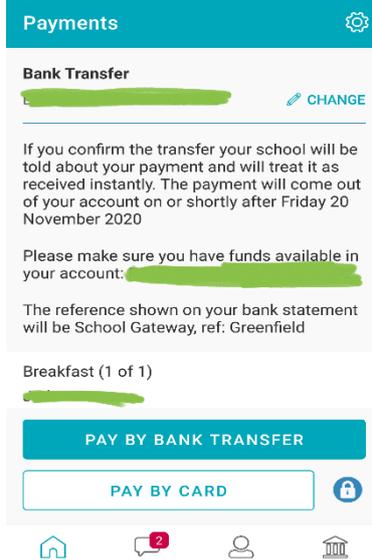
Step 11: If you click continue shopping you will go back to Step 4.  
If you click view basket please go to step 12.



Step 12: Click on 'Checkout'



Step 13: Check all your information, Now click on your preferred payment method.



Step 14:

Payment successful.

You can check this in your payment history and also a receipt will be sent to your email address.

If needed you can now repeat steps.

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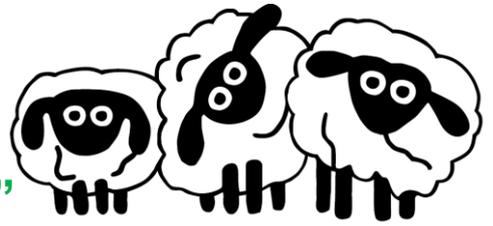
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