Hallfield Primary School
Hallfield Estate
London
W2 6JJ
Tel: 020 7087 4960
e-mail: office@hallfieldschool.org.uk

21st April 2026

Dear Parents /Carers,

We have two breakfast clubs in the school, open to children from **Reception to Year 6**:

- **Paid Breakfast club – from 8am and at £0.50 per session** per child paid termly (£0.80 for two siblings). The payment request will be available from School Gateway. Instructions on how to set up School Gateway are on the back of this letter.

- **Free Breakfast club – from 8.20am**

Children attending our breakfast clubs use the entrance to the school on Hallfield Estate **and must be handed outside the helpdesk by the adult accompanying them.**

For both clubs, **children arriving after 8:30 will not be allowed into breakfast club and should be taken to the back gate which opens at 8:40.**

Scooters and bikes must be collected from the original drop-off point at the end of the day

If you would like a place for your child at our breakfast clubs please complete the application form below, tick the relevant choice (paid or free) and return to the school.

Thank you

✂----------

Please select the club you wish to enrol your child(ren) in:

Paid breakfast club ☐ **Free** breakfast club ☐

APPLICATION FORM
I would like a place at breakfast club for my child / children in class. Name(s) and Class(es):

On the following days of the week:

Medical information including food allergies:

Names of parent/carer dropping child/children off:

Contact numbers:

Signed _____
Please return to the school.

You can make online payments to school via debit card or bank transfer

I'm pleased to advise that we use 'School Gateway' for payments. This means that you will be able to make online payments via the School Gateway smartphone app or website. You will also be able to view school meal balances and top them up at any time.

We will notify you by text or email when new items such as school trips or tickets for events are available for payment on School Gateway. You will also be able to give online consent, where required, for your child to take part in activities.

Aside from saving the school time and money on administration, School Gateway will also make it easier for parents to pay any time 24-7 and reduce the amount of cash being carried by children on school premises.

What you need to do now
Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

- ***Download the app***: If you have a smartphone, please download **School Gateway** from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.

OR

- ***Visit the website***: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system.
We hope that you will find School Gateway to be a fast and easy way to pay for school items.