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Dear Parent/Carer,

**Coming soon: New Online payments and communication system!**

We are introducing a new system to communicate with parents and carers, with the functionality to pay for school items online, using a secure service called **ParentPay**.

**Payments**

ParentPay will be live at school on **Monday 29<sup>th</sup> November**. All payments that are currently available on the Parentmail system will no longer be available as of **Tuesday 23<sup>rd</sup> November**.

**Making secure payments online using your credit or debit card**

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

**Taking cash by PayPoint**

PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. Please notify the Finance Office (01634 231761 option 3) if you wish to use the PayPoint facility.

Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint store.

**Communications**

ParentPay can send communications directly to your email account as is currently available with Parentmail. However, with the added functionality of allowing two way communications.

We will continue to communicate with you by Parentmail **and** Parentpay until the end of Term 2.

Your support in using ParentPay will help the school enormously, thank you.

**You will receive your unique ParentPay Account activation details w/c 22<sup>nd</sup> November.**

Yours faithfully



**Head Teacher**

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The 4 C's - *Care, Courtesy, Commitment, Consideration*

