

13 Dec 2011

Parent or carer of

Dear Parent/carer

In an attempt to remove all cash and cheques from school we are asking all parents to use our e-payment system to pay for **dinner money, trips and all other school activities**. This can be done online using a secure website called ParentPay or through local stores where you see the PayPoint logo. Pupils will of course still be able to pay for school meals by cash using the revaluation machines located in the school if they so wish.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You have a secure online account, activated using a unique set of activation codes. You will be prompted to change these and create your own secure Username and Password for future logins. If you have two or more children at the school, you can merge their accounts once logged in.

Here are your ParentPay account activation codes: **SEE ORIGINAL LETTER HOME FOR USERNAME AND PASSWORD DETAILS**

Making a payment is straightforward and ParentPay holds an electronic record of your payments 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.

Payments to top-up a pupils dinner money account can be between £10 and £100, although pupils will be limited to a maximum spend of £4 per day.

Those parents wishing to top up their ParentPay account using pay cash can do so at any local convenience stores displaying the PayPoint logo. Please contact the school for further information. Cash payments are recorded by ParentPay in the same way as online payments and may be seen in your payment history under **My accounts**.

Please visit www.parentpay.com, click **Login** and activate your account using the codes above.

Yours sincerely

Director of Finance and Support Services