



Dear Parent/Carer

In an attempt to remove all cash and cheques from school, with effect from 3rd January, we are asking all parents to only use our e-payment method to pay for dinner money, breakfast club and out of school club, nursery top ups and trips etc. This can be done online using a very secure website called ParentPay or in cash at local stores where you see the PayPoint logo.

Already have a ParentPay account?

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the Add a child tab on your home page. You will need the below activation username and password to do this.

New to ParentPay?

You have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the Add a child tab on your home page. Please visit www.parentpay.com and activate your account via the Account login area on the home page of the site.

A letter is being sent home to each pupil with a username and password.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

Those parents wishing to pay cash should contact the school office to request the option of paying via PayPoint. Please note that with effect from 3rd January we are unable to accept any cash or cheque payments so we ask that you register now for the Parentpay app or request your PayPoint card from the school office as soon as possible to ensure you are ready for the new year. All dinners and clubs must then be paid in advance of the day the meal or club is taken.

Please do not hesitate to contact the school office if you need assistance. Your support in using ParentPay will help the school enormously, thank you.

Yours faithfully

Miss K Matanga
Acting Principal

