



July 2019

Dear Parent / Guardian,

New Cashless Payment System - ParentPay

In an attempt to remove all cash and cheque payments from school we are moving to a cashless provider. We are asking all parents to only use our new e-payment method to pay for lunch money, trips, school shop, etc, which can be done online using an easy-to-use, secure website called ParentPay.

We will be moving across to ParentPay over the Summer, so anyone wishing to top up their child's lunch money account over the holidays should do so using this new payment method. From this date, we will no longer accept payments using our current Tucasi system. Cashless catering balances on our current system will be transferred over to your new account.

If you already have a ParentPay account, either with our school or another 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 then be issued with an activation username and password.

New to ParentPay?

Your secure online account is activated using a unique username and password, which will be issued to you during August. Once you activate your account, you will be prompted to change your login details and to keep them safe and secure for future access.

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.

Once you receive your initial username and password, please visit www.parentpay.com via the Account login area on the home page to activate.

ParentPay holds an electronic record of all your payments which you can view at a later date. Once your account has been activated you can make payments straight away.

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

Yours sincerely

Craig Jansen
Headteacher