

DCY/DWT

12 February 2009

Dear Parents/Carers

From Monday 23 February 2009 you will have more convenient ways to pay for school meals, trips and uniform items. The Academy will be using a new service called ParentPay and we are sure you will want to help us implement this cashless payment system, which will enable you to top-up their cashless card for school meals, pay for uniform items and contributions for trips.

Payments can be made in one of two ways.

1. Online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like 24-7, safe in the knowledge that the technology used is the highest internet security available. Your family has a secure online account, which can be accessed with a unique user ID and password. You can change these to something you will easily remember. ParentPay enables you to view all items available to each of your children.

Making a payment is easy, simply select the item to pay and follow the instructions to complete your payment. You can pay for multiple items during a single online session. ParentPay holds an electronic record of your payments to view at a later date should you wish. No card details are stored in any part of the system. You will be able to make online payments to school anytime from 23 February 2009.

2. Using a PayPoint card and pay cash at local stores

For those of you who prefer to continue using cash can pay in local PayPoint stores.

Those parents choosing to use PayPoint as their preferred method will receive a payment card through the post and may start using it immediately. PayPoint payments are also recorded by ParentPay and can be seen by logging onto your ParentPay account and viewing your payment history.

Please indicate below if this is your preferred method of payment.

Yours sincerely

David Canaway
FINANCE DIRECTOR

Student Name(s): Tutor Group:

My preferred method of payment is:

Cash at local stores through PayPoint