



An Introduction to our Online Payment Service

www.parentpay.com

In an attempt to remove all cash and cheques from school we ask all parents to use our e-payment method to pay for dinner money, nursery fees, school trips, etc. This can be done online using a very secure website called ParentPay.

In addition to online payments, ParentPay will also allow school to send correspondence electronically including text messages, for snowy days, after school clubs, etc.

You will receive a personal letter with step by step instructions of how to set up your ParentPay account using your unique login and password.

This information booklet is designed to give you the information you require and answer any questions you may have. If you need any further help or assistance, please do not hesitate to contact the school office.

What does ParentPay do?

- Enables you to pay for school meals and other items such as Nursery Fees, swimming coach contributions, school trips and after school clubs.
- Offers a highly secure payment site.
- Gives you a history of all the payments you have made.
- Allows the merging of accounts if you have more than one child at school.
- Shows you all items available for payment relevant to each of your children.
- E-mails a receipt of your payment to the email address you register.

How does ParentPay help you?

- Gives you the freedom to make payments to school whenever and wherever you like.
- Stops you having to write cheques or search for cash to send to school.
- Gives you peace of mind that your payment has been made safely and securely.
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear.
- Payments for many of the larger trips can be made by instalments up to the due date.
- ParentPay is quick and easy to use.

How does ParentPay help our school?

- Reduces the administrative time spent on banking procedures.
- Keeps accurate records of payments made to every service for every student.
- Payments do not bounce.
- Reduces paper ‘waste’.
- Allows for easy and quick refunds to be made back to the payment card.
- Improves communication between the school and parents concerning payments.

- Offers a more efficient payment collection process, reducing the amount of money held on school premises.

How do I get started?

Over the next few weeks, we will send you an activation letter to enable you to setup your ParentPay account. The activation letter will contain a personal activation username and password to enable you to login to ParentPay. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at Blackshaw Lane.

More information

More information can be found on the ParentPay website. Alternatively you can contact the school office on 0161 770 6711.

