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**Head Teacher: Mr Richard Woods**

Dear Parent/Carer

In an attempt to remove all cash and cheques from school we are asking all parents to only use our e-payment method to pay for dinner money, trips and music lessons 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.

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 have already received an activation username and password to do this.

If you are 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](http://www.parentpay.com) and activate your account via the 'Account login' area on the home page of the site.

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.

The use of pay machines in school will be phased out gradually (by January) to allow people to adjust to the new system with the expectation that moving forward all monies will go through ParentPay.

Those parents wishing to pay cash should contact the school office to request the option of paying via PayPoint. 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 sincerely

Mr Richard Woods  
Head Teacher on behalf of the Governing Body