

To: All Parents/Carers of students in year 7-13

Ref: 210318

21 March 2018

Dear Parent/Carer

Re: An easier way for you to make school payments

From Monday 9 April 2018 we will be replacing our current Parent Pay system with +Pay on ParentMail – an online payment service which allows you to pay for school items quickly and easily on your smartphone, tablet or computer.

You will be sent an e-mail from Monday 26 March direct from ParentMail which will allow you to register on +Pay. Registration will need to take place before you can start making your online payments. If we do not already have an e-mail address or mobile number on our records then we will not be able to send you this e-mail, so please contact the main office to update these details.

If you currently use Parent Pay for topping up your child's lunch account, once you have registered you will be able to see your current lunch balance, as these are being migrated across on Monday 26 March 2018. Also any trip payments that you have made online will also be moved across over Easter.

We will inform you about items you need to pay through ParentMail, and you will be able to pay electronically, using credit or debit cards as well as PayPal and PayPoint.

If you have an Android or Apple smartphone, we would highly recommend you download the free ParentMail App [Or School Branded App for Android users] so that you can make easy, online payments on the go. To do this, simply search for "ParentMail" Or South Hunsley School for the Branded App in your App store.

Online payments are our preferred method and as well as giving you the convenience of being able to pay for items securely at a time that suits you, it also gives you the advantage of having instant access to up to date balance information for trips and school lunches. However If you do not wish to make payments online, you can still continue to make cash and cheque payments.

Please note, your bank statement will display either the school name or ParentMail, dependent on your payment method.

If you need any additional information or assistance, please use the help site: www.parentmail.co.uk/help/parenthelp/ or please e-mail finance@southhunsley.org.uk or telephone the Finance Department on 01482 631208 and select option 3.

Yours sincerely



Amanda Henderson
Finance Manager