



ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

July 2016

Dear Parent/guardian,

Online payments using ParentPay.com

In line with many local schools, St Aidan's Church of England High School's preferred method of paying money for dinner monies and residential trips is online. The online system we use is ParentPay.

ParentPay.com is an online 24/7 payment system (designed specifically for schools) allowing you to make payments to the school and view your child's catering balance, catering transactions and trip payments, including balances due.

Making a payment is secure and straightforward using ParentPay and you can view an on-going record of all your payments. There is the option of storing your card details should you choose to do so.

How do I set up a ParentPay account?

Log in details and instructions for setting up your account will be provided in a ParentPay letter **sent to your home address** by 31st August 2016. You may also email parentpay@staidans.co.uk for your log-in details **after** 5th September.

What if I already have a ParentPay account?

If you already have a ParentPay account, you will simply log-in to your account as normal and use the 'Add a child' option. The activation codes provided in the ParentPay letter will be used to 'Add a child' to your existing ParentPay account; **you do not need to set up a new ParentPay account.**

Will St. Aidan's automatically appear in my existing ParentPay account?

If you already have a ParentPay account, your St. Aidan's account will **not** show until you have activated your account with the log-in details in the ParentPay letter.

If you do not have a ParentPay account.

We would encourage you – on receipt of the log-in codes- to activate your child's ParentPay account by visiting www.parentpay.com.

What about trips and other items?

Payment for most of the trips and other events will also be available on ParentPay. Please view your ParentPay account for details of items due for payment.

Headteacher: Mr J Wood

What if I do not want to use ParentPay?

We would be grateful if could activate your account, even if you do not intend to use ParentPay for payments. Payments **will still be accepted by cash and cheque**, but using ParentPay will allow you to view your child's catering expenditure and balance online as well as receiving reminders from the school when their catering account requires topping up.

What next?...

Please look out for the ParentPay letters to follow which will contain your activation codes. Once you have activated your account you can make online payments straight away. Please note that the minimum payment amount for catering is £5.00 and payment can be made by credit or debit card. There is no additional charge for using a credit card.

FAQs

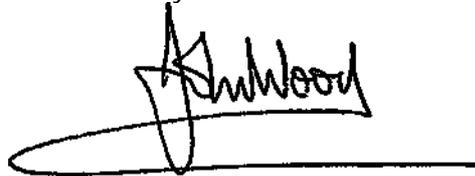
If you have any questions, please refer to the Parent's FAQ section on the ParentPay website (www.Parentpay.com).

No internet?

Please contact the school Bursar if you wish to use ParentPay but do not have access to the internet.

If you have any questions please contact parentpay@staidans.co.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Wood', with a long horizontal line extending to the left from the bottom of the signature.

Mr J Wood
Headteacher