



ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

May 2017

Online payments using parentpay.com

St. Aidan's C of E High School, in line with many schools, uses ParentPay as its preferred method of payment for dinner money and trips.

ParentPay is an online 24/7 payment system (designed specifically for schools), which allows you to make payments to the school for various items including catering and trips. You can also view your child's catering balance, catering transactions and trip payments, including balances due. There is the option of setting up balance and new item alerts.

Making a payment is secure and straightforward using ParentPay and you can view a record of all your payments. You can top up your ParentPay account online using any major debit or credit card including Visa, MasterCard / Maestro. There is the option of storing your card details should you choose to do so, but this is not compulsory.

You will be able to set up your ParentPay account with St. Aidan's C of E High School when you receive the activation codes. The codes will be sent to you by 31st August latest. If you do not receive your codes please contact parentpay@staidans.co.uk with your child's name.

You will not be able to access your account and pay for catering or trips without activating your account. **If you have an existing account, it will not automatically transfer to St. Aidan's and you will need to add your child to your existing account using the activation codes.**

What if I already have a ParentPay account?

If you already have a ParentPay account, simply login to your account as normal and use the 'Add a child' option along with the activation codes to add your child to your existing account. There is no need to set up a new ParentPay account with a different email address.

If you do not have a ParentPay account.

We would be grateful if you could activate your child's ParentPay account by visiting www.parentpay.com.

You will be prompted to create your own secure username and password for future logins. Your new username will be a personal email address of your choice. Please ensure that you verify your email address and use the 'My profile' option to confirm your contact email and mobile telephone number where applicable. If you have other children at St. Aidan's and have not yet activated their accounts please contact parentpay@staidans.co.uk to request the relevant activation codes.

What next?...

Once you have activated your account you can make online payments straight away. Payment may be made with a debit or credit card. There is no additional charge for payment using a credit card.

Headteacher: Mr J Wood

What about trips?

Payment for all trips is also accepted using ParentPay. You also have the facility to give on-line consent for these trips.

Catering

Please top up the catering accounts by 9:00am to ensure funds are credited to the account for lunchtime.

FAQs

If you have any questions, please refer to the FAQ section on the ParentPay website www.parentpay.com.

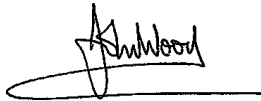
Additional help?

If you require any additional help, or wish to discuss any aspect of this letter, including assistance to set up your account, please email parentpay@staidans.co.uk.

Please contact the school if you require an additional user to have access to the ParentPay account.

We would be grateful if you activate your account by the time your child starts school, even if you do not intend to use ParentPay for payments. Payment 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.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Wood', with a long horizontal flourish underneath.

Mr J Wood
Headteacher