

9th March 2016



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Dear Parent/Carer

Coming soon: Online payments to school with ParentPay

Starting next week in Breadalbane Academy the local authority will be introducing a more convenient way to pay for school meals, trips, after school clubs and much more online, using a secure service called ParentPay.

ParentPay will go live in school on 11th March; from this date we will be working towards no longer accepting cash and cheque payments, making the school a cash-free environment. Parents who need to continue making payments by cash or cheque may do so for now - please see below for information.

- **Making secure payments online using your credit or debit card**

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school or children at another ParentPay school, you can create one single account login for all your children regardless of which school they attend.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

John Fyffe
Executive Director

- **Making payment by cash or cheque**

The school will continue to accept cash and cheque payments in school for a period of time. Cash and cheque payments are also recorded in your ParentPay online account, giving you a record of all payments you have made to school regardless of which method you use.

We hope you will support us in achieving our goal to become a cashless school. Your support in using ParentPay will help the school enormously, thank you.

You will receive your unique ParentPay Account activation details w/b 11th March 2016.

For further information on ParentPay please see the FAQs overleaf or visit:
www.parentpay.com.

Yours faithfully



John Devine
Head Teacher



An introduction to our online payment service

What does ParentPay do?

- enables you to pay for school meals and other items such as school trips
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

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
- you will never need miss a payment, or have insufficient credit, with automated email/SMS alerts
- 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
- helps us improve school-home communication with its integrated email/SMS messaging centre

How do I get started?

We will send you an activation letter containing your activation details to enable you to set up your ParentPay account.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.

More information

More information can be found on the ParentPay website, alternatively contact the School Office.

www.parentpay.com