

14 October 2021

Dear Parent/Carer

We are currently in the process of moving the online payments from School Comms to Parent Pay. You will shortly receive a letter via email with instructions on how to set up and activate your Parent Pay account.

Due to the changeover in providers and the installation of new catering tills for school lunches there will be a period when you will be unable to put money on your child's lunch account. Please note the dates below:

All trip and transport payments can be paid on school comms up to and including Sunday 31 October 2021. Please ensure you pay any outstanding balances by this date. You will not be able to make any payments on 1, 2, 3 and 4 November 2021.

School lunch money can be paid up to Sunday 24 October 2021. Please ensure you have added sufficient money to your child's lunch account to cover the first 4 days of term (01 to 04 November 2021). You will not be able to put any money on your child's school lunch account between Monday 25 October and Thursday 04 November 2021. There is a machine in the school hall where students can top up their account using cash, should funds run low during this period.

Parent Pay will be live from Friday 05 November 2021 for all payments.

As already said a letter will be sent out via email with instructions of how to activate your account. If you need any further guidance or have any questions please refer to their website which can be found on the link below:

<https://www.parentpay.com/parent-account-faqs/>

We appreciate your support and patience with this transition.

Kind regards

Denise Duckers
Finance & Personnel Manager

