

Dear Parent,

School Payments – Online

We have been sending school information to you via ParentMail for some time and have now decided to use a new enhancement to the service which allows parents to pay online for school things like trips, uniform, dinner money etc.

The new service (called +Pay) will reduce our workload and also be a more convenient way for most parents to pay, rather than sending cheques or cash into the school office.

For you to be able to use +Pay you will need to activate it within your ParentMail account. To do this:

- 1) Go to www.parentmail.co.uk
- 2) Click the Parent login button on the top right hand side of the screen
- 3) Enter your user name and password and log into your account (if you have forgotten your password select the 'forgotten password' link and follow the prompts)
- 4) Once logged in, click on the Home tab and the green activation box will be displayed.
- 5) Enter the Activation Key FB25325F48588051 into the field
- 6) Click 'Activate'

Once you have completed this you will be able to see two new buttons on the home page of ParentMail, one called 'View Payment Items' and the other 'View Payment History'. Using these two new buttons will allow you to see payments due or those already paid. You will receive messages via ParentMail to tell you when payments can be made.

Please be reassured that +Pay operates using a financial infrastructure provided by Barclays Bank and meets the highest levels of Card Security (PCI-Payment Card Industry) standards. Please note that if you still prefer to pay by cash or cheque we can still accept these.

If you have any problems activating your +Pay account, you can email ParentMail at support@parentmail.co.uk.

Yours sincerely