

Dear Parent or Carer

In an attempt to streamline services and reduce risk in school we are asking all parents to only use our e-payment system to pay for school meals, trips and all other school activities. **We are no longer accepting cheque payments in school from 1<sup>st</sup> January 2014.**

Payments can be made online using a secure website called ParentPay. This system 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 have a secure online account, activated using a unique set of activation codes. You will be prompted to change these and create your own secure Username and Password for future logins. If you have two or more children at the school, you can merge their accounts once logged in.

Making a payment is straightforward and ParentPay holds an electronic record of your payments 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. User guides and support is available on the Parentpay website for first time users.

Please don't hesitate to call school if you have any problems or require details of your username and password. These can be requested by emailing [finance@theredhillacademy.org.uk](mailto:finance@theredhillacademy.org.uk)



For those few parents that may not have access to online systems via the internet we would discourage their child from carrying large amounts of cash into school to pay for trips. With this in mind we are now able to offer the PayPoint method of payment. This method is recognised and accepted in outlets nationwide wherever the PayPoint sign is present. If you would like to use this service there is an initial charge of £1.50 for the Paypoint card to be issued by ParentPay for use with school lunches. School trip payments using PayPoint is free. Further details can be obtained from the finance office on the details above.

Please note that lunches can still be paid for using the revalue machines located in the dining hall, which accepts notes and coins.

It would help our records if you could complete the enclosed reply slip in order that we can keep our records updated.

Yours faithfully

The Finance Team

X.....  
**THE REDHILL ACADEMY REPLY SLIP – Preferred methods of payment – Please tick as appropriate**

Name of Student: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I am familiar with ParentPay and use this service already to make payments.....

I would like to use the online ParentPay system but do not have username and password information.....

I prefer to make payments by cash only and would like to pay by the PayPoint method.....

My primary contact email address and phone number have been updated on ParentPay.....