



## ParentPay – Online Payment Service

### Coming Soon to our School

Our school will be in the next phase of the roll-out of the ParentPay online school payment system.

ParentPay is a well-established, trusted and proven system, making it easy for parents to pay schools securely online by credit or debit card for anything from school trips and uniforms to dinner money (in our primary schools only). It also provides an additional communication channel between schools and parents.

#### The benefits to parents and pupils?

- ParentPay is easy-to-use and offers parents the freedom to make online payments whenever and wherever they like, 24/7
- The technology used is of the highest internet security available, ensuring that monies will reach school safely
- Detailed payment histories are available online at anytime
- Parents receive alert notification for new payments and when balances are low
- It enhances communication between school and home and makes parental trip consent management easier
- There is a single login for parents with children at different schools

#### The benefits to our school?

The more parents that use ParentPay, the greater the benefits are to our school. Less time spent in school on cash handling, means more time is available to support the smooth running of the school.

Using ParentPay also ensures that all financial transactions are safe and secure - helping us to remove costs associated with having to manage cash securely on the school premises.

We will of course continue to accept cash and cheque payments in school but we do hope that Parents will support us by using ParentPay to enable us to become a cashless school.

#### Staff Training on ParentPay

Sometime over the next few weeks, during the set-up phase and prior to the system going live, designated staff will be provided with access to computer based eLearning tutorials designed to teach them the basic requirements on how to use the ParentPay system on a day to day basis.

Staff will then have access to further training modules as necessary and ongoing support from ParentPay.

#### Helping Parents to use ParentPay

Newsletters are being sent out to parents advising them of the introduction of the system and they will be sent letters advising them of their activation codes prior to the system going live.

For some parents, making payments online might be a bit daunting and they will look to the school for assistance. The more help and support we can give them, the better the up-take and success the system is likely to be.

#### Time-scale

Our planned 'go-live' date is:

**18 January 2016**

In the meantime, if you want to find out more about the ParentPay system go to: <https://www.parentpay.com/>



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