

PARENTPAY – On-line Payments

We have now gone live with ParentPay.

This means that families will be able to pay online. Initially, we have only set up extended school activities (before and after school sports clubs) for payments online. Once all staff have been trained you will be able to pay for trips, Sunrise and Sunset clubs and all extended school activities by this method of payment.

The invite for these clubs will be sent out tomorrow (23.1.18) and can be found in the **Payment section of ParentMail**.

To view this document:

Click on the Payment section of ParentMail

Click on the shop icon at the bottom of the page, this will take you to the form.

To open up the document, click on the form, you will then be able to select the activity you wish your child to attend.

Once the club has been selected, proceed to the checkout.

There will be no charge for Pupil Premium children and children registered for free school meals. You will still need to go through this procedure for your child to be put on the register for a club, but no payment will be taken.

Please click on the link below to see further instructions on how to access ParentMail. If you still need help with this, please ask a member of staff in the school office. This link can also be found on our website.

<https://www.parentmail.co.uk/help/parenthelp/payments/online-payments/>