



27th November 2014

Dear Parents,

We are delighted to announce that we are now in a position to offer the facility for parents to make payments online for school activities such as dinners, trips, clubs, nursery fees, order and pay for school uniform and also to give parental consent to trips instead of returning paper slips into school!

Our new Schoolmoney.co.uk facility will allow for both parents and the school to experience a more streamlined, cost-effective and efficient payment collection system in as secure and safe environment.

From time to time you will receive a text message from the school inviting you to access a website as an option to make a payment for an activity. You will be asked to enter the mobile number and email address (that school have on record for you) plus a unique pin number which you will receive as part of the text message. You will also be asked for the first name of your child.

You will then be able to view details of payments that are outstanding, your payment history and dinners taken. You can place an order and pay for uniform items online and we will get your order ready for collection.

You will also be able to access siblings via a single login, please notify us if you cannot view all your children.

From here you will be able to make payments against items that have already been taken, plus pay in advance for school dinners for meals that have not been taken yet.

A couple of tips to be noted that we experienced whilst testing the system is NOT to use the back button as it logs you out completely. Just use the various tabs across the top to navigate through the

system. And also when paying in advance for School Meals, please ensure that you don't top up any child that receives Universal Infant Free School Meals, as their meals are free and the payment will need to be refunded.

You can still pay your bills using cash, cheque or Cheshire East online payments, although we plan to phase out the use of cheques and the Cheshire East payments system by the 31st March 2015.

We would like to encourage all parents to pay online using the Schoolmoney.co.uk website. The administration staff spend an immeasurable amount of valuable time on collecting and keeping track of what payments have been received for the numerous events that take place in school. We believe the savings to be made will benefit everyone in our school.

If anyone is unsure about making online payments and would like our staff to go through the process with you, please see Mrs Jones in the office on Wednesday, Thursday or Fridays. She will be happy to assist. We have also enclosed some guidance notes for your assistance. (Please ignore item 2 pre-booking as this feature is not available yet)

Registers and Payments are updated weekly on a Friday for the current week, you will receive email receipts for payments made.

To ensure that we all experience maximum benefit from this service, we would ask all parents to notify us if you have recently changed your mobile number and/or email address.

Thank you for your cooperation in this matter.

Regards,

Mrs Todd
Headteacher