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*“Learning Together, Playing Together, Succeeding Together”  
Supported by Christian values*

*Headteacher: Richard Hearn*

23<sup>rd</sup> September 2020

Dear Parents / Carers,

**An easier way for you to make school payments**

Parents and carers can now use +Pay on ParentMail – an online payment service which allows you to pay for school items quickly and easily on your smartphone, tablet or computer. We hope that parents will find this a much more efficient system rather than sending cash into school.

We will inform you about items you need to pay through ParentMail, and you will be able to pay electronically, using credit or debit cards as well as PayPal and PayPoint.

Please note that you will be able to book in advance for ASC (after school club) for a term, or week, or one day but not on the day that you require. Payment will need to be made at the time of booking. If you do need to use ASC “on the day”, please telephone the school office and we will be able to make the booking on your behalf. The payment will be required as soon as possible after the attendance. We will update our terms and conditions and circulate these in due course.

If you have an Android or Apple smartphone, we would highly recommend you download the free ParentMail App so that you can make easy, online payments on the go. To do this, simply search for “ParentMail” in your App store.

Please note, your bank statement will display either the school name or ParentMail, dependent on your payment method.

If you need any additional information or assistance, please use the help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/) or please contact Mrs Phillips or Mrs Prater in the school office.

Yours sincerely

Mr Richard Hearn  
Head Teacher