



28 August 2018

Dear

ParentPay Account

Firstly, we are looking forward to welcoming your child to Marshalls Park Academy. This letter provides information on how to activate your ParentPay account. We use ParentPay for all canteen purchases and payment for school trips and events. Some of you may already be aware of this system as ParentPay is used in a number of primary schools in our catchment area.

We apologise for the short notice, but we would like to request that you activate your account before your child starts school on Tuesday 4 September. This will ensure that the biometric reading that will be undertaken early next week links to your account.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date. Once you have activated your account you can make online payments immediately.

We invite you to activate your account with ParentPay at www.parentpay.com. The below user name and password is linked to the primary contact (i.e. the first person you put on the admission form). However, there is also a facility to register a secondary contact – please contact the school if you wish to add someone else to the account.

Detailed below is the unique user name and password for *[Student Name]*:

Username:

Password:

If your child is registered for Free School Meals, it is still important for you to activate your account.

For further information on ParentPay please visit www.parentpay.com.

Yours faithfully,

Neil Frost
Head Teacher

Helen Walker
Office Manager