



How do I pay for products and services from school?

Since the Covid pandemic began we have become a cashless school. All transactions (with a very few where we use bank transfers) take place using “Parent Pay”.

After enrolment we will provide you with an activation letter. This cannot take place beforehand as we require your child to be on our system to create the activation.

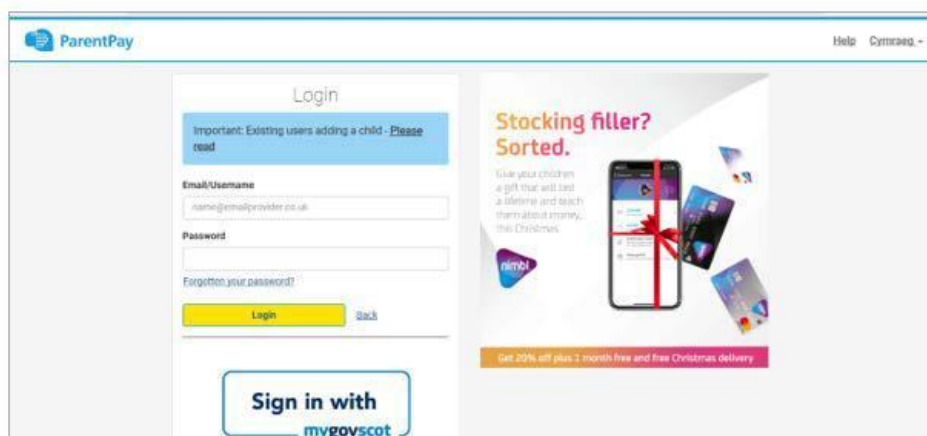
Once you have an account it will be used to pay for:

- ✓ Wrap around care (breakfast and after school club)
- ✓ School trips and visits
- ✓ School uniform purchases from school
- ✓ Donations for charity or events e.g., Comic Relief
- ✓ Some sports clubs and other extra-curricular activities
- ✓ Other purchases or merchandise linked to school events.

How to activate your account

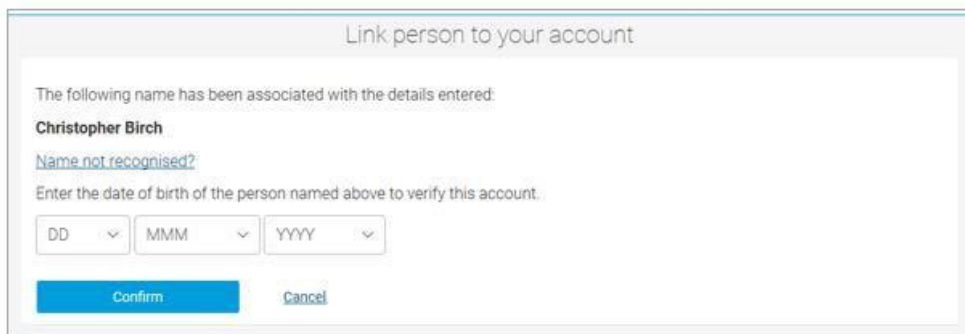
Before you can activate a ParentPay account, you will need the activation letter which is provided by your child’s school. If you don’t have this, please contact the school directly to request a copy.

1. Go to www.parentpay.com



2. Type in the username and password provided in the activation letter from school, be sure not to confuse the letter l (for lima) with the number one (1) and the number 0 (zero) with the letter o (for orange).

NB The user details are case sensitive and for one-time use only. They will become invalid after account activation.



Link person to your account

The following name has been associated with the details entered:

Christopher Birch

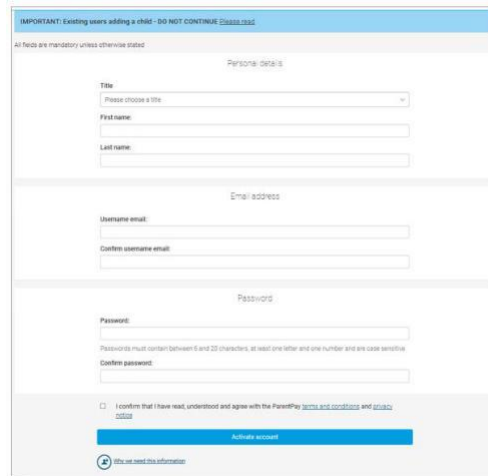
[Name not recognised?](#)

Enter the date of birth of the person named above to verify this account.

DD ▼ MMM ▼ YYYY ▼

Confirm Cancel

3. Confirm the details are correct and enter the date of birth for your child and click Confirm



IMPORTANT: Existing users adding a child - DO NOT CONTINUE please

All fields are mandatory unless otherwise stated

Personal details

Title: (Please choose a title)

First name:

Last name:

Email address

Username email:

Confirm username email:

Password

Password:

Confirm password:

I confirm that I have read, understood and agree with the ParentPay [terms and conditions](#) and [privacy policy](#)

Activate account

[Why we need this information](#)

Follow the on-screen instructions to successfully activate the account. You will need to enter in their name, an email address and select a password for the account (your email address will become your username)

Read the ParentPay terms and conditions and click in the box to accept at the bottom of the page then click Activate account.

5. A verification email will be sent to the user. They will need to click on the link within the email to complete the process and access their account.