

Dear Parent/carer

RE: Parent Pay

The East Manchester Academy are always looking for ways in which we can improve our services to our students and Parents/Carers. Our cashless payments system, ParentPay, was launched in September 2011 and since then, it has run alongside a cash payment system. From September 2017 we will no longer accept cash or cheques in school when paying for school meals, trips and visits, school uniform, food technology income or any other items or services that the school provides. To enable the removal of cash and cheques from school we are asking all parents to only use our online e-payment method, ParentPay. The on-site payment machines will no longer be operational from September.

Already have a ParentPay account?

If you already have a ParentPay account with us you can simply log in as before and add funds to the account as required. If you have forgotten your log in details, please see below for new details which you can change next time you log in to something more memorable. Please keep these details safe for future log-ins.

New to ParentPay?

You now have a secure online account which is activated using the Username and Password below. When you log in for the first time, you will be prompted to change these and to keep them safe and secure for future log-ins.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the 'Add a child tab' on your home page. Please visit www.parentpay.com to activate your account via the Account log-in area on the home page of the site.

ParentPay holds an electronic record of your payments for you to view at a later date. Once you have activated your account you can make online payments straight away. Those parents who still wish to pay for items by cash should take this letter to their local PayPoint shop to make payments for dinner money only. Each future payment item will require a separate letter and barcode. Please allow up to 36 hours for your payment to be credited via the PayPoint network.

Please do not hesitate to contact the school office if you need any assistance.

Yours sincerely

A Benedict

Academy Headteacher

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