



Ashton Community Science College

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'a school to be proud of'

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5th December 2019

Dear Parent/Carer

New Cashless Payment System - ParentPay

Further to repeated requests from parents/carers over recent years that we remove all cash and cheque payments from school we are moving to a cashless provider. We are asking all parents to begin to use our new e-payment method to pay for trips, school equipment, etc., which can be done online using an easy-to-use, secure website called ParentPay. **Please be aware that this will not apply to school meals, this will remain cash/cheque transactions until further notice.**

We will be moving across to ParentPay over the coming months, Parents will receive an email with instructions on how to activate your account, this will be sent the week commencing 2nd December 2019.

If you already have a ParentPay account, either with our school or another school, you can simply login to that account and add your other children via the "Add a child" tab on your home page. You will then be issued with an activation username and password.

New to ParentPay?

Your secure online account is activated using a unique username and password, which will be issued to you shortly. Once you activate your account, you will be prompted to change your login details and to keep them safe and secure for future access.

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.

Once you receive your initial username and password, please visit www.parentpay.com via the Account Login area on the home page to activate.

ParentPay holds an electronic record of all your payments which you can view at a later date. Once your account has been activated you can make payments straight away.

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

Yours sincerely

Miss S Asquith
Headteacher

