



**St. Cuthbert's**  
Roman Catholic High School

## ONLINE PAYMENT SERVICE

[www.parentpay.com](http://www.parentpay.com)



St Cuthbert's R.C. High School  
Shaw Road, Rochdale. OL16 4RX

Telephone: 01706 647761 Fax: 01706 642378  
Email: [headteacher@scrchs.com](mailto:headteacher@scrchs.com)  
Website: [www.scrchs.com](http://www.scrchs.com)

## What does ParentPay do?

- enables you to pay for school meals
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all the items available for payment, relevant to each of your children
- emails a receipt of your payment to the email address that you register
- offers you the ability to set automated email/SMS payment reminders

## How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- ParentPay is quick and easy to use

If you wish to make payments via a PayPoint facility, please notify the school reception office. A plastic card will be issued to you to make cash payments for school meals at local PayPoint stores. The first card is free of charge; however, any lost or damaged cards will incur a charge. Payment cards take about two weeks to arrive but we can issue a barcode letter as an interim measure.

## How does ParentPay help our school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, thus reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre

## Next Steps

You will receive an activation letter containing your activation username and password to enable you to set up your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.