

The Westleigh School

IMPORTANT: This letter contains sensitive information and must be managed carefully.

FAO Parent/Guardian

Date

Dear Parent / Carer

ParentPay Activation Letter : **Pupil: Student Name Class: X**

As The Westleigh School is a cashless school, we require all parents/carers to only use our online payment method to pay for **school meals, trips, music lessons etc** . This can be done online using a very secure website called ParentPay.

Already have a ParentPay account?

If you already have a ParentPay account, either with our school or another ParentPay 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 need the below activation username and password to do this.

New to ParentPay?

You have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

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 and activate your account via the **Account login** area on the home page of the site.

Username: ABCDEFGH Password: a12345678

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

Any parents with concerns about using the online payment system should contact the school office to discuss alternative payment options.

Please do not hesitate to contact the school office if you need assistance. Your support in using ParentPay will help the school enormously, thank you.

Yours sincerely

Mr C Bramwell

Executive Headteacher