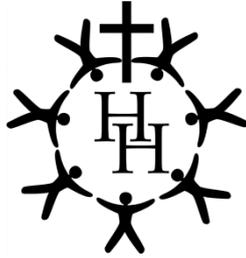


**KIRKLEES METROPOLITAN COUNCIL EDUCATION SERVICE
HANGING HEATON C.E. (VC) JUNIOR & INFANT SCHOOL**

Telephone: 01924 325252
Featurenet: 8305252
Headteacher: Mrs J Thompson



High Street
Batley
West Yorkshire
WF17 6DW

Dear Parent/Carer

Coming soon: Online payments to school with ParentPay!

Starting from 11 April 2016 we will be introducing a more convenient way to pay for school meals using a secure service called ParentPay.

ParentPay will be live at school from this date and we will no longer be accepting cash or cheques for dinner money. Parents who need to continue making payments by cash may do so using the PayPoint network at local convenience stores.

Making secure payments online using your credit or debit card.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account, you can make online payments straight away.

Using PayPoint

PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. The nearest PayPoint stores to school are: Hanging Heaton Stores, Mill Lane, Batley, Sharma Stores, Old Bank Road, Dewsbury or Midway Service Station, Bradford Road, Batley.

Please notify the school office if you wish to use the PayPoint facility. 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 be charged at £1.50 each. Payment cards take about two weeks to arrive but we can issue a barcode letter as an interim measure.

You will receive your unique ParentPay Account activation details w/c 14 March 2016.

For further information on ParentPay please see the FAQs overleaf or visit www.parentpay.com

Yours sincerely

Mrs J Thompson
Headteacher

ParentPay – our new online payment service

We are pleased to announce that we will shortly be accepting payments online for dinner money. Using a secure website called ParentPay you will be able to pay online using your credit or debit card.

What are the benefits to parents and pupils?

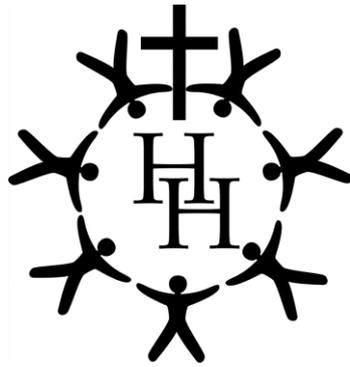
- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24/7
- The technology used is of the highest internet security available ensuring that your money will reach school safely
- Payments can be made by credit/debit card or also through PayPoint
- Full payment histories and statements are available to you securely online at anytime
- Parents can choose to be alerted when their balances are low via email and/or SMS text

How to get started with ParentPay?

We will shortly be sending you your account activation details. Once you receive these:

- Visit www.parentpay.com
- Enter your Activation username and password in the Account Login section of the homepage. NB – These are for one-time use only, you will choose your own username and password for future access during the activation process
- Provide all the necessary information and choose your new username and password for your account – registering your email address will enable us to send you receipts and reminders
- Once activation is complete, you can go straight to items for payment, select which item you want to add to your basket and proceed to complete your payment.

For more information please view [https://www.parentpay.com/PR1/Info/PP Parents.aspx](https://www.parentpay.com/PR1/Info/PP%20Parents.aspx)



An introduction to our online payment service

www.parentpay.com

What does ParentPay do?

- Enables you to pay for your child's dinner money
- 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 items available for payment relevant to each of your children
- Emails a receipt of your payment to the email address 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 for dinner money 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
- Dinner money can be paid on the due date
- You will never need miss a payment, or have insufficient credit, with automated emails/SMS alerts
- ParentPay is quick and easy to use

How does ParentPay help our school?

- Reduces the administrative time spent on banking procedures
- Keeps accurate records of payments made for every student
- Payments do not bounce
- 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, reducing the amount of money held on school premises

How do I get started?

We will send you an activation letter containing your activation details to enable you to set up your ParentPay account.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools.

More information can be found on the ParentPay website

ParentPay FAQs

When can I log in to my account?

Once you have received your activation letter from school with your activation login details you will be able to activate your account and start making payments. This letter will be sent to you by your school.

Which cards can I use?

ParentPay accepts MasterCard, Visa and American Express credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards.

Is it safe to make payments on the internet?

Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

How can I check it's secure?

Standard website addresses begin with *http*. The address for a secure site will always begin with *https*. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account. Never enter your card or personal data on any website whose address does not start *https*.

What about our personal information?

ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account. However, ParentPay does not use your personal information other than for supporting the school. We do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection Act 1998.

ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact us immediately on 02476 994 820.

I do not have a home PC so how can I use ParentPay?

Why not visit your local library, internet café or see if you can get access to a computer at work.

For more information please visit www.parentpay.com