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Dear Parent / Carer,

In an attempt to remove cash and cheques from the Academy we are asking parents to use our e-payment method to pay for dinner money and school trips. This can be done online using a very secure website called ParentPay.

Already have a ParentPay account?

If you already have a ParentPay account, with 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 (see below); 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: xxxxxxxx Password: xxxxxxxxxx

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.

Please do not hesitate to contact the Academy if you need further information. Your support in using ParentPay will help us enormously, thank you.

Yours sincerely

C Beckett
Finance Director