

In partnership to
Educate, Nurture & Empower



Abbey Grange C of E Academy

POLICIES & PROCEDURES

**Online Payment Service:
ParentPay**

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An Introduction to our Online Payment Service.



What does ParentPay do?

1. Enables you to pay for school meals, music tuition fees, trips, materials and other items such as school concerts and revision guides.
2. Offers a highly secure payment site
3. Gives you a history of all payments you have made
4. Allows the creation of a single account login across all your children that attend a ParentPay school
5. Emails a receipt of your payment to the email address you register
6. Offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

1. Gives you the freedom to make payments to school whenever and wherever you like.
2. Stops you having to write cheques or search for cash to send to school
3. Gives you peace of mind that your payment has been made safely and securely
4. Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
5. Payments for many of the larger trips can be made by instalments up to the due date
6. You never need miss a payment or have insufficient credit with automatic email/SMS alerts.
7. ParentPay is quick and easy to use.

How does ParentPay help our school?

1. Reduces the administrative time spent on banking procedures
2. Keeps accurate records of payments made to every service for every student
3. Payments do not bounce.
4. Reduces paper 'waste'
5. Allow for easy and quick refunds to be made back to the payment card
6. Improves communication between the school and parents concerning payments
7. Helps us improve school-home communication with its integrated email/SMS messaging centre.

How do I get started?

We will issue an activation letter, containing your activation username and password to enable you to setup 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.

More Information

Further information can be found on the ParentPay website, or alternatively contact The Finance Department at finance@abbeygrangeacademy.co.uk