



St Robert of Newminster Catholic School and Sixth Form College



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Head Teacher: Mr. D. Juric

Chair of Governors: Fr. A. Cornforth

Dear Parent/Carer,

In an attempt to make payment for school meals, trips, clubs, etc. more convenient, we have introduced an online system, using a secure service called ParentPay.

Therefore we are asking all parents to use our e-payment method to pay for school lunches. For those parents wishing to continue to pay by cash, the current system via cash loaders will still be in operation in school. However we do encourage you to use the new system wherever possible. This can be done online using the ParentPay website or in cash at local stores where you see the PayPoint logo. A link to the ParentPay website will be added to the St Robert's school website. During the course of the year we will add payments for other purposes to Parent Pay also.

ParentPay provides you with 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 for future logins. If you already have a ParentPay account with another ParentPay school, you can simply log in to that account and add your other children via the *Add a child* tab on your home page. You will need an activation username and password do this. If you have two or more children at the 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.

You should have already received your user name and password, if you require a copy or if you need assistance please do not hesitate to contact Mr A Dunn in the Finance Office.

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.

Your support in using ParentPay will hopefully help both yourselves and the school enormously, thank you.

Yours faithfully,

Mr D Juric
Headteacher

