



Dear Parent/Carer,

Re: ParentPay

Within school we operate a completely cashless payment system. We therefore ask all parents/carers to only use our e-payment system to pay for dinner money and other school related fees such as trips, revision guides and school related equipment. This can be done online using a secure website called ParentPay.

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 have a secure online account, which can be set up by using a unique set of activation codes. During our induction days, your child will bring home a letter outlining how you can access and log onto ParentPay. We ask that you set up your account at your earliest convenience. If you have any problems please do not hesitate to call school or email churst@dormston.dudley.sch.uk. You will be prompted to change these and create your own secure Username and Password for future logins. If you have two or more children at the school, you can merge their accounts once logged in via the My profile tab of your account.

If you already have an account on ParentPay please log in to your existing account and select the add a child option. You can then use the User Name and Password we provide to identify your child and add them to your account.

Making a payment is straightforward and ParentPay holds an electronic record of your payments 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.

Once you receive your activation letter please, click Login and activate your account using the codes provided. Your support by using ParentPay will help the school enormously, thank you.

For anyone who is unable to register an account please email churst@dormston.dudley.sch.uk.

Yours sincerely
Mrs Sutton
Headteacher

