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*Be strong and  
courageous.....for  
the Lord your God is  
with you*

Dear Parent/Carer

### **Parentpay Online Payment System**

In order to streamline payment systems at High Wycombe C of E School all parents will be able to use our e-payment system to pay for items such as School Trips and other events. This is done online using a secure website called ParentPay or through local stores where you see the PayPoint logo.

ParentPay enables you 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 be given a letter in the Autumn term advising you of a user name and password so you can set up a secure online account. 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.

Once you have entered your login you will be taken to a page to enter your name and email address, re-set your user name and password and then tick when you have read the terms and conditions. The next page will show you that your email address is activated. You should then click on the "my payment items" tab and tick the box for the relevant trip for High Wycombe C of E School (as well as the text alerts payable service if you wish to use it).

You will need to enter the cost of the trip / activity, and this will take you to a confirmation page where you should click on continue. On the following page enter your payment details and click "make payment". You will then be taken to a security page and will finally see a message confirming your payment and account.

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 for any of the activities or trips that are relevant for your child. All payments are usually processed within a matter of hours.

Those parents choosing to pay cash will need to request another letter from the school office which contains a bar code. They will then need to take the letter and payment to their local PayPoint store; please hand this letter and your payment to the till operator who will scan the bar code and take payment.

Your support by using ParentPay will help the school enormously, thank you.

Yours sincerely

Mrs C Hawkins  
Headteacher

