



St Nicholas Catholic High School

A Business and Enterprise College

Headteacher: Mr R Woods, BA (Hons), PGCE, NPQH
*Under the Trusteeship of the
RC Diocese of Shrewsbury*

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Dear Parents

Parents can now pay securely online for a range of items using a debit/credit card. Any money credited to your parentpay account for school meals will be ready for your child to spend on their 1st day via a Mifare card. This card will be distributed on their first day of term.

How to pay online...

- Step 1 - Login at www.parentpay.com
- Step 2 - Follow instructions to activate account
- Step 3 - Click on 'Items due for payment'

What does ParentPay do?

- enables you to pay for school meals and other items such as trips and music tuition
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- payments for many of the larger trips can be made by instalments up to the due date
- ParentPay is quick and easy to use

How does ParentPay help our school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents

How do I get started?

Below is your activation username, password and instructions 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.

Already have a ParentPay account?

If you already have a ParentPay account, either with our school or 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; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

Activating your Account

Please visit www.parentpay.com and activate your account via the **Account login** area on the home page of the site.

Type in your username and password (issued in a previous letter).

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.

The logos of all schools your children attend will be visible at the top of the screen; clicking on a school logo allows you to view that school's individual ParentPay welcome page.

Please do not hesitate to contact school if you need assistance

Yours sincerely

C Jones

Mrs C Jones
Finance Officer