



Monday 11th September 2017

Dear Parents/Carers,

Following our consultation with you, Northfield Primary and Nursery are delighted to announce that we are now in a position to offer the facility for parents/carers to make payments online for payments to the school.

We are trialling this system for one month from Monday 11th September 2017. We will initially only be taking payment online for school dinners. If this is a success we will incorporate all activities that occur in school such as trips, music tuition, book bags etc. We will keep you informed with the progress and success of the online payments system in due course.

The administration staff have spent an immeasurable amount of valuable time on collecting and keeping track of what payments have been received for the numerous events that take place. This, combined with the burden that you may endure in either finding the correct change or writing a cheque to pay for your child's activities can at times be frustrating.

Our new Schoolmoney.co.uk facility will allow for both parties to experience a more streamlined, cost-effective and efficient payment collection system in a secure and safe environment.

From time to time you will receive a text message from the school inviting you to access a website as an option to make a payment for an activity. We would appreciate your support in this matter.

As well as paying online you can continue to pay cash in school as normal. You can also telephone us or come in to school and provide your bank details each time you want to make a payment and this will be securely processed as a BACS transaction from your bank account. If you are familiar with using Paypoint facilities available in local shops and post offices you can now use this system to pay monies to Northfield. If you would like to use this method please come to the school office to request your unique Paypoint barcode.

If we have an email address or mobile number for you, you should have received a message on Friday 8th September informing you of your

password and log on details to make payments on line. Although we are only taking payments online for school dinners we have sent password and log on details to everyone ready for the roll out of the system if it proves to be a success. So if your child receives universal free school meals or free school meals you will not need to log on at present.

If you need more guidance than is available on the school money website on how to use the website the following support guides can be requested from the school office:

- Hints & Tips – A brief guide to paying for your child’s school items
- Parent User Guide – Mobile Phone
- Parent User Guide - Desktop

To ensure that we all experience maximum benefit from this service, we would ask all parents to notify us if you have recently changed your mobile number and/or email address.

Thank you for your cooperation in this matter.

Kind Regards

Mrs Renshaw
Office Manager