Dear Parents/ Carers/ Students,

**Cranford's Online Payment System (Parentpay)**

Cranford Community College operates Parentpay, an online cashless system where parents pay for their child’s lunches and also pay for trips and other monies due to the school.

ParentPay is used by the majority of Cranford’s Feeder primary schools and allows accounts to be topped up on the internet from home or work.

Parentpay also has the largest network of points locally (shops, garages, etc.) where parents can top up their child’s online account using cash should they still wish to do so. Parents can top up at any location showing the ‘PayPoint’ sign. Your nearest PayPoint stores can also be found using the following website link: [https://paypoint.com/en-gb/consumers/store-locator](https://paypoint.com/en-gb/consumers/store-locator)

Full instructions explaining how to activate a ParentPay account are sent to parents prior to their child starting in year 7. If you are new to ParentPay, you have a secure online account, activated using a unique activation username and password (in letters sent to parents). You will be prompted to change these and to keep them safe and secure as your username and password for future logins.

If you already have a ParentPay account, either with our school or 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 to know the activation username and password to do this.

Parentpay holds an electronic record of your payment to view at a later date. Once you have activated your account, you can make online payments straightaway.

**Uniform and Books**

Uniform and books are available online only via the school's ParentPay Shop, a link to which will be available on the school's website. (Please note uniform and books are not purchased through the main Parentpay website.)

Unlike the ParentPay website itself, where you top up lunch money or pay for trips, the ParentPay Shop for uniform and books will not need an activation code and once your uniform/ book order is ready, you will be contacted about collection of the goods from the school shop.

The facility in the school shop for students to buy items of stationery and printing, using cash, will remain available until further notice but cash transactions will be limited to a maximum of £5 per week. Ties will be the only item of uniform available for cash.

Yours sincerely

Kevin Prunty
Executive Headteacher