

# Whiteley Primary School : Online Payment Facility

Dear Parents,

Following training for our office staff over the holidays, we are now able to offer the option of on-line payments for school dinners and also future year group trips. Over time, we will also be adding this option for other payments to school, for example, for musical instrument tuition.

This week you should receive a letter which contains instructions for how to set up your account with a unique reference number for each child. Once you have set this up for your child/children, you will be able to see your child's dinner money account, and also any trips etc for which payment is due. Payment can be made by debit or credit card and there is no minimum payment. We hope that parents will appreciate the flexibility that the system offers - for example, parents can pay for trips in instalments to enable easier budgeting, or pay off the full amount. For school dinners, parents can see any dinner money which is owing and the dates this is from, but also can pay a sum in advance for the half term/term.

Please note that there is a 1.5% charge to parents for using this service (i.e. a £10 payment for dinner money will cost an additional 15p). This charge is taken by the service provider, not the school. We hope that many parents will appreciate the convenience of using this service and will not be put off by this small charge. Due to the amount of payments we receive as a school, we are unable to absorb this charge ourselves.

Please note that the final instalments for the Y4/6 residential trips can be paid using this new system. There is no need to send in the payment card for the office to sign if you make use of this service as both parents and the office will have a record of all the payments made through the online system.

Parents may continue to pay by cash or cheque if they wish. Please can I remind parents paying in this way that payment should be sent in a clearly labelled envelope (child's **full name**, class and what the payment is for).

Regards,

Lesley Pennington  
Headteacher