

Parent Name and Address

Dear

Pupil: **Class:**

Due to a change in one of our systems here at Ark Helenswood Academy, our e-payment method to pay for **dinner money** has also had to change. Therefore please DO NOT make any more dinner money payments using SCHOOLGATEWAY as from 24th March. Rest assured, all existing money credited to your daughter will carry across to our new service. As from 8th April, dinner money payments will now have to be done online using PARENTPAY.

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.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the **Add a child tab** on your home page.

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

Username: **Password:**

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. Any queries please contact finance@arkhelenswood.org

Yours sincerely

Lucy Monk
Principal - Ark Helenswood Academy