



*Learning to
Succeed*

Gladstone Road Primary School

Wooler Street, Scarborough
North Yorkshire, YO12 7DD

Head teacher: Mr G Johnson

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16th July 2020

Dear Parent /Guardian,

Due to Covid-19, we will no longer be taking cash payments for dinner money, trips, book bags etc. Therefore, all payments are to be sent via ParentPay or by cheque.

Within the first couple of days of your child returning to school in September, they will be sent home with a ParentPay activation letter. If you have already activated your account, you can continue to use this as normal.

We ask you to please familiarise yourself with ParentPay as this is a safer, easier way to make any payment to the school and will help you to monitor your payments.

You can find out more information at:

<http://gladstoneroadschool.co.uk/wp-content/uploads/2020/03/ParentPay-A4.pdf>

If you have any queries regarding this matter, please do not hesitate to contact Mrs Buntin in the school office who will be happy to help you.

Thank you for your co-operation on this matter.

Yours Sincerely,

Mr Garry Johnson
Head teacher



An introduction to our online payment service

What does ParentPay do?

- enables you to pay for dinner money and other items such as trips, swimming etc
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows the merging of accounts if you have more than one child at school
- shows you all items available for payment relevant to each of your children – even if they are at different schools!
- emails a receipt of your payment to the email address you register

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
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- 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
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises

How do I get started?

We will send you an activation letter to enable you to setup your ParentPay account. The activation letter will contain a personal activation username and password to enable you to login to ParentPay. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at school and cross link with children at other schools.

More information

More information can be found on the ParentPay website, alternatively contact the school office.

www.parentpay.com