

DIGGLE SCHOOL

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An introduction to our

online payment service

[www.parentpay.com](http://www.parentpay.com)

**What does ParentPay do?**

* enables you to pay for school dinners and other items such as school trips, music lessons, swimming lessons and BASC.
* 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 a Parent Pay school
* shows you all items available for payment relevant to each of your children – eg the clubs and trips available
* emails a receipt of your payment to the email address you register
* enables the school to send letters electronically that stay in the ParentPay account for future reference – eg the weekly newsletter

**How does ParentPay help you?**

* gives you the freedom to make payments to school whenever and wherever you like
* 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

**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.

All children will be allocated “school dinners” and “Before and After School Club”. If your child uses these services, the cost will be added on a usage basis, otherwise the account will remain at £0.00.

**Instructions**

* Activate your ParentPay account using the login provided by school following the instructions in the letter.
* Select the “Top up My Account” quick link, enter the desired amount and checkout. This will add the funds from your card to your account.
* For each of your children in turn select “Pay for items”
* Select “View details” and pay for an item you wish to purchase. This will take funds from “your account” and pay for items.

**Please keep your school dinner money and BASC fees (if you use the service) in credit**.

**More information**

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

