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Headteacher Mrs C. Flintoff [www.sthelensprimary.net](http://www.sthelensprimary.net)

5th September 2016

Dear Parents,

St. Helen's Primary School are pleased to inform you that as of **1<sup>st</sup> September 2016** any payments made to the school are able to be made electronically through [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) in order to save time and improve efficiency. The new payment system will be both easy and secure as well as a much faster way to pay for trips, dinners, etc. through one page. We hope that it will be an improvement on the previous system although we are aware that, unfortunately, parents will now have to sign up to another service provider.

To start using the service, the school must have your current email address and mobile number. **It is very important you provide your most up-to-date contact information otherwise you may have problems logging into Schoolmoney and making payments.**

A dinner register is taken by your child's class teacher every day so if you wish your child to have a lunch provided they simply have to respond when the register is taken. You can check out the menu for each day on the school website. In order to pay for this you need to log on to Schoolmoney. You will receive your logon password once your child has been allocated a payment. This will remain the same throughout your child's time at St Helen's. On receiving the first payment with the password attached please visit [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk), then click on the "parents click here to login" button in the top right corner. You will be asked for your mobile number, e-mail address and password. (If your mobile number or e-mail address do not match our database you will be unable to gain access and will need to come into school and see the office staff who will be able to assist you with this). Once you are signed in any payments for trips or clubs that your child is able to attend will be in the left hand column. School dinners will be in the school shop. If you tick the box next to dinner money top up in the school shop this will move the dinner money payment from the school shop into the payments column. Once in the payment column you will need to tick which payments you wish to pay for by selecting the tick boxes in the payment column. When making payments, if the box with the amount in is green you are able to amend this box to how much you wish to pay at the current time. Once you are happy with your selection further down the page is the total of the payments you have chosen to make. To the right of this is a "make payment" box which when selected will prompt you for your card details and allow you to proceed with payment.

We will be running sessions to assist with the signing up process. These will be on Wednesday 14th September at 09:00 and Thursday 15th September at 15:30 in the downstairs hall. If you cannot make these sessions and have any issues with the process please call in for advice and or support to log in.

Yours sincerely,

Dale Collins

IT Manager

Ipswich Primary Academies Trust



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