



Trinity School

A Church of England  
Academy

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Alan Mottershead MA (Oxon)  
Headteacher

Dear Mr and Mrs

**Pupil:**

In an attempt to remove cash and cheques from school we are asking all parents to use ParentPay which is our preferred method of payment for school meals and has many other benefits. It is not a requirement for parents to enrol on ParentPay and students are always able to use the revaluer units in school to load credit onto their cards. We would hope that a large majority of parents would enrol with ParentPay given the benefits both to themselves, their children and the school.

Before enrolling, further information can be seen both on the Trinity website and the ParentPay website. Trinity ParentPay is now live and parents can set up accounts in preparation for the school moving to cashless catering on the 11th June 2012. Remember from this date cash will not be accepted at till points anywhere in Trinity.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available. You will have a secure online account, activated using a unique username and password (see below); you will be prompted to change these, and to keep them safe and secure. 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.

### New to ParentPay?

For further information on ParentPay please visit [www.parentpay.com](http://www.parentpay.com) where there is a comprehensive Parent advice section with a full list of Frequently Asked Questions. Please activate your account via the **Account login** area on the home page of the site. You will need the activation username and password below to do this.

### Already have a ParentPay account?

If you already have a ParentPay account with 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 activation username and password below to do this.

**Username:**

**Password:**



Specialist Schools  
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EXCELLENCE AND CO-OPERATION



Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you activate your account you can make online payments straight away and you will be able to personalise aspects of your account, for instance change the daily spend limit for school meals or obtain a complete list of your child's purchases. In the near future we intend to open up more payment options for events such as trips and instrumental lessons.

Please do not hesitate to contact the Finance Office on 01228 403560 if you need assistance. Your support in using ParentPay will help the school enormously, thank you.

Yours sincerely

*Alan Mottishead*

Headteacher