



## Perth Grammar School

09 Mar 2016

Parent or Carer of :

Class :

**As part of Perth and Kinross Council's transformation strategy, we are now able to introduce an online payment system to enable parents/carers to pay online in advance for their child's school meals and pay for other school activities, for example School Trips.** This is done using a secure website called ParentPay. ParentPay offers you the freedom to make payments online 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 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.

Making a payment is straightforward and no card details are stored in any part of the system. Once you have activated your account you can **make online payments straight away**. ParentPay is a free service for you to use. If you are unable to access an online account please contact the school office for assistance. Here are your unique ParentPay account activation codes:

**Username:**

**Password:**

**Please go to [www.parentpay.com](http://www.parentpay.com) and activate your account as soon as possible.** For an introduction to the ParentPay system, please click on 'Take a Tour' video link on the menu on the left of your homepage once logged in. 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. You can merge your ParentPay accounts for children if you have two or more children at ParentPay schools. Log in to the account which you wish to use as your main log in account, go to 'Add a child' and enter the other child's activation codes. This feature may not be available to you straight away but ParentPay will be rolling out across all Perth and Kinross Schools over the course of 2016 so look out for updates from your school.

If you require any assistance with activating your account, please check the parent FAQ section on the ParentPay website and if you need further assistance, either ask at the school office or complete a Parent Support request form in the 'Parent Support' section of the ParentPay website.

Yours sincerely  
F Robertson  
Headteacher