

+Pay parent letter template

Subject: Introducing +Pay - an easier way to make school payments

Dear Parent

An easier way for you to make school payments

We're pleased to announce that, from **[Date]**, we will be using +Pay, an online payments platform which will make it far easier for you to pay for school items.

+Pay is the online payments service provided by ParentMail. You will soon receive an invitation by email or text to register with ParentMail. Please create your account so you're ready to start paying for school items with +Pay.

You can pay for school items with +Pay on the free mobile ParentMail app (available for iOS and Android devices) and by the online portal. We highly recommend downloading the ParentMail app as it makes paying quick, easy, and secure. To download the app, go to the Apple App Store or Google Play Store and search 'ParentMail'.

+Pay offers a variety of payment options, including credit, debit cards, PayPoint [and PayPal]. +Pay also facilitates cash and cheque payments as well as Free School Meals. To find out more about these options, please get in touch.

Depending on your payment method, all payments processed through +Pay will display on your bank statement as either our school name or as 'ParentMail'.

We'll be in touch to let you know which items you can pay for using +Pay soon.

For more information or assistance, please visit the ParentMail help site www.parentmail.co.uk/help/parenthelp/ or please contact [Name] in the school office.

Yours sincerely

Head Teacher