



# Birchwood High School

An introduction to our  
online payment service

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

## 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
- allows for easy refunds to be made back to your ParentPay account
- proves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- our preferred method of payment is by ParentPay for all items, however, should this cause an issue and cheques and cash method is preferred, please contact Mrs Niki Fletcher on 01279 756483

## What does ParentPay do?

- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

## How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- helps with budgeting; payments can be made at the beginning of the month and held in 'my account' for allocation to the relevant payment item during the month
- allows you to give consent for a trip, as well as allowing you to give contact information when and where required
- payments for the larger value trips can be made by instalments up to the due date
- you will never miss a payment, or have insufficient credit, with automated email/SMS alerts
- ParentPay is quick and easy to use

## How do I get started?

- We will give you an activation letter containing your activation details to enable you to set up your ParentPay account
- If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children at ParentPay schools
- Payment items will stay 'live' until they are fully reconciled. Once payment is made we ask that you ignore the item until it is cleared off your payment list

## More information

More information can be found on the ParentPay website, or alternatively contact Mrs Young, Finance Assistant at [jyoung@birchwoodhigh.org.uk](mailto:jyoung@birchwoodhigh.org.uk)



June 2021