



July 2016

Dear Parent\Carer,

I would like to take this opportunity to update you about a new initiative beginning in September.

An update...ParentPay – September 2016

Kingsmead will move to a 'cashless' method of paying for school meals as of September. This letter contains a full explanation of what this is and how this will affect the daily payment of student school meals. We do believe this will provide parents with a secure method of paying for meals and in the future, the payment of school trips etc.,

In preparation for September Year 12 will need to register via 'touch id' which will then be used to authenticate the identity of the student taking a school meal. Even if your child does not take a regular meal at the moment it will still be necessary for them to register for 'touch id' in readiness for the occasions they may want to take a meal. The kitchen will not deal with cash at all - so this will be the only method of accessing food from the 6th Form Common Room or the Dining Hall in the future.

I would be grateful if you could complete and return the attached reply slip indicating your permission for your child to be registered on the 'touch id' mechanism on the first day back, **Wednesday 7th September**. It will be collected in Sixth Form, we will register their 'touch id' prior to lunch on that day.

Making secure payments online using your credit or debit card

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; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school or children at other ParentPay schools, you can create a single account login for all your children.

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've activated your account you can make online payments straight away.

Kingsmead School

A partner academy in John Taylor MAT

Headteacher: Mr I. Bryant
King's Avenue, Hednesford,
Staffordshire WS12 1DH



Using PayPoint

PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. The nearest PayPoint stores to school are:-

- One Stop, 2-3 Sharon Way, Hednesford, WS12 2NF
- Co-op Hednesford, Uxbridge Street, Hednesford, WS12 1DB
- Co-operative Food, Anglesey Street, Hednesford, WS12 1AS
- Costcutter, Cannock Road, Hednesford, WS12 4AA
- The Orbital Texaco, Hawks Green Lane, Cannock, WS11 7LH
- Spar, Hednesford Road, Heath Hayes, WS12 3EA

Please notify the Finance Office if you wish to use the PayPoint facility. A plastic card will be issued to you to make cash payments for school meals at local PayPoint stores. The first card is free of charge; however, any lost or damaged cards will be charged at £5.00 each. Payment cards take about two weeks to arrive but we can issue a barcode letter as an interim measure.

We hope you will support us in achieving our goal to become a cashless school. Your support in using ParentPay will help the school enormously, thank you.

For further information on ParentPay please see the FAQs or visit www.parentpay.com.

Yours sincerely,

Mrs D Pritchard
Senior Leader (Post-16)



ParentPay FAQs

- **When can I log in to my account?**

Once you have received your activation letter from school with your activation login details you'll be able to activate your account and start making payments. This letter will be sent to you soon by your school.

- **Which cards can I use?**

ParentPay accepts MasterCard and Visa credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards. Some schools may limit the use of credit cards for some transactions; you will be informed by the school directly of any such restrictions.

- **Is it safe to make payments on the internet?**

Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

- **How can I check that it's secure?**

Standard website addresses begin with *http*; the address for a secure site will always begin with *https*. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start *https*.

- **What about our personal information?**

ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account; however ParentPay does not use your personal information other than for supporting the school. We do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection Act 1998.

ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact us immediately on 0845 257 5540.

- **I don't have a home PC so how can I use ParentPay?**

Why not visit your local library, internet café or see if you can get access to a computer at work.

For more information please visit www.parentpay.com