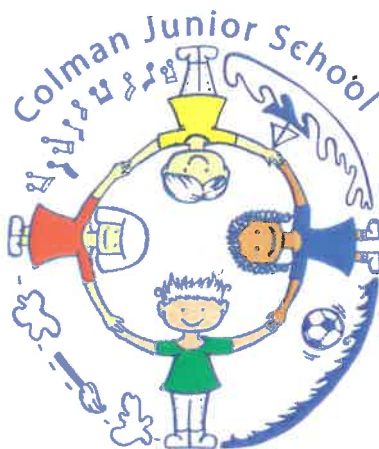


Mrs Julie Sandford
Headteacher



South Park Avenue
Norwich NR4 7AU

November 2018

Dear Parent/Carer

Re: Online Payments

I am pleased to announce that we have set up a new online payment system with Parentpay. Attached to this letter you will find instructions on how to set up including your child's activation code. Access to Parentpay is via <https://www.parentpay.com> and you can also find the link on the school's website.

Please could I encourage you all to get set up even if your child is entitled to free school meals / Pupil Premium, as we are hoping to use this system for electronic consents for trips and to improve efficiency to the School Office with reducing the amount of cash and cheques.

The School Office have brought forward all existing balances from Pupil Asset, so you will be able to view your balances to date for school meals, music instrument lesson charges and trips.

Should you have any queries or problems please contact the School Office. We appreciate your help with this matter.

With best wishes

A handwritten signature in black ink, appearing to read 'Julie Sandford', written in a cursive style.

Julie Sandford
Headteacher

Enc