

### More information

More information can be found on the ParentPay website, alternatively contact school on 01773 602106.



**SWANWICK  
HALL  
SCHOOL**

An introduction to our  
online payment service

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



## What does ParentPay do?

- enables you to pay for school meals, school trips and revision guides
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows 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
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- you never need miss a payment or have insufficient credit with automated email/SMS alerts
- ParentPay is quick and easy to use

## 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
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre

## How do I get started?

You will be issued with an activation letter containing your activation username and password to enable you to setup your ParentPay account; this will be given to your child on their first day in September. **For the first day, please send your child with either a packed lunch or with cash.**

If you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.

If you have any questions regarding Parentpay please contact Andrea Hollingsworth, Head's PA, on [andrea.hollingsworth@swanwickhall.ttct.co.uk](mailto:andrea.hollingsworth@swanwickhall.ttct.co.uk)