



Headteacher
Mr. Dale Bateman

Coopersale and Theydon Garnon C. of E. V.C Primary School

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Thursday 2nd April 2020

Dear Parent/Carers,

An easier way for you to make school payments

Before COVID-19 and the school closures, school leadership had decided to change our parent online payment service. Until 31st March 2020, we have used **School Money**, however this is no longer active. THEREFORE, PLEASE DO NOT USE SCHOOL MONEY FROM THIS POINT.

From Friday 3rd April, we will be using **+Pay on ParentMail** – an online payment service which allows you to pay for school items quickly and easily on your smartphone, tablet or computer. This we believe will be a far superior service for both the school and parents to use, in comparison to our previous service provider.

IF ALL GOES WELL, YOU WILL RECEIVE A WELCOME EMAIL ON 3.04.2020. PLEASE ACCEPT THIS EMAIL AND FOLLOW THE SET UP GUIDANCE GIVEN AT THAT TIME.

We will inform you about items you need to pay through ParentMail, and ***you will be able to pay electronically, using credit or debit cards as well as PayPal and PayPoint.***

If you have an Android or Apple smartphone, we would highly recommend you download the free ParentMail App so that you can make easy, online payments on the go. To do this, simply search for “ParentMail” in your App store.

If you do not wish to make payments online, you can of course, continue to make cash and cheque payments to the school.

Please note, your bank statement will display either the school name or ParentMail, dependent on your payment method.

If you need any additional information or assistance, please use the help site:
www.parentmail.co.uk/help/parenthelp/ or please contact Alison Kemp on:
admin1@coopersaletheydongarnon.essex.sch.uk

Yours sincerely
Mr D. Bateman
Headteacher