

September 2018 - July 2019

Dear parent/carer,

School Online Payment System

We are pleased to let you know that The Willows moved to an online payments system in September 2018, which we encourage you to use to pay for school meals and other school activities. We hope that you will find paying in this way is much more convenient and from our perspective it will save us time as well as reduce the chances of money being lost.

We will be using a system known as 'SIMS Agora' which is very easy-to-use and will offer you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that payments are secure, use the highest level of card security and that funds will reach the school safely.

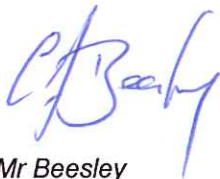
Getting started with SIMS Agora online payments

1. Please have your child's unique Agora reference token below to hand. (If you have more than one child each will have their own ID but once set-up, you will be able to merge accounts)
2. To access SIMS Agora you will need a Microsoft account. You can use an existing account if you already have one, or create a new one online – they are free, very easy to setup and you can use any email address and password – to get a Microsoft Account please go to: <https://signup.live.com>.
3. Please login to SIMS Agora from the school website or access www.payyourschool.co.uk
4. Follow the simple online instructions to activate your account
5. You will receive a confirmation email – once you have clicked the link in the email you will be able to make payments for school items straight away

«Agora Reference invitation code» - please email school admin@willows.manchester.sch.uk with your child's name so we can send you a code.

(Please note: this unique Agora reference token will expire twelve weeks from the date of providing your code, please contact your school if you require a replacement reference token after this date.)

Yours sincerely,



Mr Beesley

Head of School

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Mrs S Spiteri - Executive Head
Mr C Beesley - Head of School



We now accept payments online

Speak to us for more details

Our school now takes credit
and debit card payments online

The new Agora ePayments system is the quick and
easy way to securely make payments to the school.

Please speak to us for more information
about making your payments the easy way.

