**Cashless school system**

Dear Parent/Carer,

We are looking to go cashless at St Antony’s using the secure ParentPay system very shortly.

We propose undertaking the transition to a cashless school over the course of the next half term, beginning on 19 February 2024 and largely completing by 22 March 2024.

ParentPay offers a more convenient way to pay for school meals, school trips and other school items online or via an App downloaded to phones. We have also recently reduced the minimum top-up limit for school meals to £5.00 to hopefully make things a little easier.

The good news is that ParentPay has been in our school for many years now, and most of our parents and carers already have login details and are using the system. For these, there will be no change and we thank you for your continued support.

For those of you who are not currently using ParentPay, you should have recently received an Activation Code letter via your child. If you have not received this letter and don’t have an Activation Code, then can you please contact the School Office via email so that we can assist you in making this transition. The School Office email address is as follows, and it would greatly assist if you could entitle your emails with “PARENTPAY ACTIVATION CODE REQUEST” so that we can readily sort them for response:

stantonys.admin@trafford.gov.uk

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.

ParentPay offers you the freedom to make secure payments online using your credit or debit card 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.

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 have activated your account you can make online payments straight away.

**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 will 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, Visa and American Express 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 Limited, and its group companies, operate in full compliance with Data Protection Law; Including the Data Protection Act 1998 and the General Data Protection Regulation (EU) 2016/679.

The ParentPay Terms and Conditions include a Data Processing Agreement (DPA), compliant with the GDPR, which details both parties’ obligations relating to Data Protection. https://www.parentpay.com/schools/school-terms-and-conditions/

The ParentPay Privacy Notice, which is available to end users, provides further information on the processing activities undertaken by ParentPay. https://www.parentpay.com/privacy-policy/

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 02476 994 820.

* I do not 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. Alternatively ask if you can use your school’s computers. Many schools have computers available for parents and will be happy to show you how to use them.

For more information please visit www.parentpay.co.uk

We very much hope that you can assist us in this swift transition. In the meantime, if there are any queries, please do not hesitate to contact the School Office.

Yours sincerely,

Mr A Campbell

Headteacher