



West Leigh Junior School

Part of the Portico Academy Trust

Executive Headteacher - Mrs C. Woolf

Head of School - Mr J Lear

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PORTICO
ACADEMY TRUST

opening doors, unlocking potential

CEO - Mrs C. Woolf

16th March 2021

Dear Parents/Carers,

We are pleased to announce that we are launching a new payment and communication service for you as from **Thursday 25th March** to replace WisePay and SchoolPing.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used has the highest internet security available.

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 another ParentPay school, you can create one single account login for all your children regardless of which school they attend.

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. This means that in the future you will need a ParentPay account to book and pay for any school meals or trips.

All communication from us will be sent to you as an email from ParentPay, and any urgent messages we need to send will be sent to you as a text message.

You will receive your activation letters by the end of this week with your login details. These will be sent to you as an email from ParentPay and we will also send a hard copy home with your child.

We are requesting you do not make any further payments on WisePay from Friday 19th March. This will allow us the time to transfer over any credits or debits you have to ParentPay. If you have any outstanding payments for school meals on WisePay, could you please bring this up to date by the end of this week and ensure there is enough credit to cover any school meals ordered before Thursday 25th March.

Please follow this link for any further FAQs <https://www.parentpay.com/parent-account-faqs/> alternatively, you may find the ParentPay Parents Overview video useful <https://vimeo.com/336556633>

Should you have any queries, please don't hesitate to call the school office on 01702 478593.

Yours sincerely,

Cheryl Woolf
Executive Headteacher

John Lear
Head of School

