



**Calow Church of England (V.C.) Primary School**  
**North Road, Calow, Chesterfield, Derbyshire S44 5BD**



*'Aiming High  
Together'*

14<sup>th</sup> October 2020

Dear Parents/Carers,

We are introducing an electronic payment system which will enable you to pay remotely by card for dinners, school trips and school visits using a very simple app. This should make payments easier and safer for everyone.

Having considered several alternatives, we have decided to use +Pay by Parent Mail. The system is used by thousands of schools across the country, and is a trusted and secure platform which will keep your data safe. We are currently in the process of setting up the system for our school and training key staff so that we can use it effectively. We intend to have it up and running by the time we return after half term.

The Parent Mail app will be the new way to order school dinners, including for those who receive free school meals, and to book on to clubs, as well as to make payments. We are also considering moving all our text and email communications to Parent Mail, later in the year, so that everything is in one place. We may add other facilities such as booking parents' evening appointments and tickets for events, and giving consent for trips – it is a very helpful system for parent-school admin. There is a website for anyone who prefers not to download apps.

We are asking all families to have a Parent Mail account please. You can choose to have one or more parent/carer associated with each family's account, so we are requesting that you please tell us now which parent(s) and which email address(es) you prefer to have the invitation(s) sent to. Once we have this information, you will receive an invitation with a link which will enable you to download the free Parent Mail app.

We would love to go completely cashless, as a great deal of time is currently spent in our office on counting money, updating balances and requesting payments. There will still be the option to pay by cash or cheque if you need to, at least initially, but please avoid this if you can once the system is up and running. The Parent Mail app makes it easy for you to book meals, keep track of payments and balances yourself, and to see instantly if you need to top up. Coronavirus guidance also suggests that we should all keep cash payments to a minimum, to reduce the risk of infection, which is another reason we are keen to set this up now.

Parents have often asked us for the option of card payment, so we are pleased to be able to launch it now.

Please fill in the form attached and return it to school as soon as possible, by 16<sup>th</sup> October at the latest.

Many thanks,

Daniel Sumner  
Headteacher

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**Please return this form to school as soon as possible, by 16<sup>th</sup> October.**

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

I agree to the following person/people being associated with my child on the +Pay by Parent Mail platform, for the purposes of setting up an account and receiving an invitation to download the app (please give at least one parent/carer who would be responsible for making any payments for dinners, trips, etc. as applicable):

- Name: \_\_\_\_\_ email: \_\_\_\_\_

- Name: \_\_\_\_\_ email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_