



## BROUGHTON HALL CATHOLIC HIGH SCHOOL

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**Headteacher: Ms. S. A. Clarke B.Ed (Hons), M.Ed, NPQH**

Dear Parent

In an attempt to remove all cash and cheques from school and help streamline processes for both parents and the school we are asking all parents to only use our e-payment method to pay for **dinner money, trips, music lessons etc.** This can be done online using a very secure website called ParentPay or in cash at local stores where you see the PayPoint logo.

### **Already have a ParentPay account ?**

If you already have a ParentPay account, either with our school or from another ParentPay feeder school, you can simply login to that account and add your other children via the **Add a child** tab on your home page. You will need the below activation username and password to do this.

### **New to ParentPay ?**

You have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the **Add a child tab** on your home page.

Please visit [www.parentpay.com](http://www.parentpay.com) and activate your account via the Account login area on the home page of the site using the details we have provided you with.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

Those parents wishing to pay cash should contact the school office to request the option of paying via PayPoint.

Please do not hesitate to contact the school office if you need assistance. Your support in using ParentPay will help the school enormously, thank you.

Yours sincerely

S A Clarke

Headteacher

Broughton Hall Catholic High School

Broughton Hall High School is committed to safeguarding and promoting the welfare of young people; we expect all pupils, staff, volunteers and visitors to share this commitment.

