



SYWELL ROAD, OVERSTONE, NORTHAMPTON, NN6 OAG  
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www.overstoneprimaryschool.org.uk

To all parents

18<sup>th</sup> December 2019

### Introduction of ParentPay

I am pleased to announce the launch of our new secure online payment service, ParentPay.

#### To activate your account:

1. Go to [parentpay.com](http://parentpay.com)
2. Select Login at the top right corner of the screen.
3. Enter the username and password (activation codes) provided on your activation letter and select Login.
4. Complete the activation as detailed on the screen
5. You can now log in to your account.

### Paying for Breakfast Club

Continuing with our existing Breakfast Club pricing, there are two price options to choose from when booking and paying for Breakfast Club. Depending on the number of children you are booking for, please choose from the following options:

- Individual child single session £3.00 Breakfast Club Individual
- First sibling booking per session £3.00 Breakfast Club Individual
- Additional sibling booking for the same session £2.50 Breakfast Club Sibling

### Paying for Trips and Residentials

When a trip has been arranged for your child's class, or if your child is going on the residential, this will appear in the Payment Items on the Home Page. From here you will be able to pay in instalments for the residential, or pay the total cost for the trip. You will also be able to give permission for your child to go on the trip and complete any required contact details or medical information.

### Helpguides to Support Parents

There are a number of support guides which you can find on the school website at:

<https://www.overstoneprimaryschool.org.uk/index.php/aboutus/2016-03-17-16-47-28/parentpay>

These provide step-by-step guidance on the following: how to pay for items such as trips or residentials, use Parent Account credit, view your payment history, merge accounts for children at other schools, pay for events (Breakfast Club sessions) and update your username and password.

You can also find additional support at <https://www.parentpay.com/parent-account-faqs/>

If you have any questions, please don't hesitate to contact the school office.

Yours sincerely

Isabel Dobson

School Bursar



HEADTEACHER: MRS J MARDELL

