



September 2020

Dear Parent

## **CAMPHILL PS - +PAY - paying for school items online via PARENTMAIL**

### **An easier way for you to make school payments**

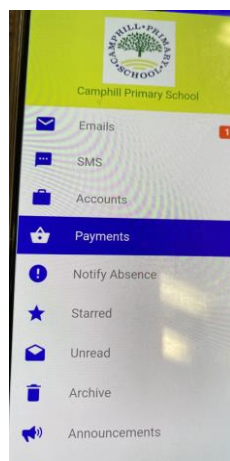
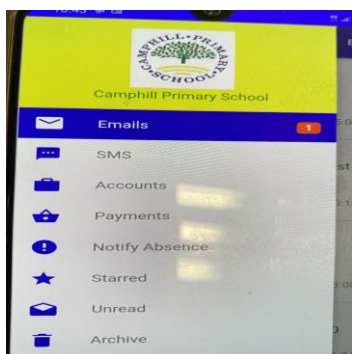
From September 2020 we will be using **+Pay on ParentMail** - an online payment service which allows you to pay for school items quickly and easily on your phone, tablet or computer.

When we raise an item for payment we will inform you about what you need to pay through an email from ParentMail. Once you receive this email you will be able to pay electronically for the item 'in the shop' using a credit or debit card.

In order to make ParentMail as simple as possible and to make all emails/payments more streamlined we would highly recommend you download the **ParentMail App**. We can see that 76% of parents have already done this and we now strongly encourage everyone else to do this as well. To do this, simply search for "ParentMail" in your App store - this is definitely the easiest way to use PARENTMAIL.

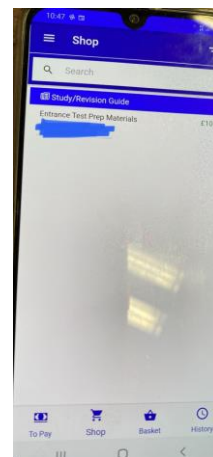
**How to make a payment - When we issue a required payment please do the following:-**  
(this is an example taken from a P7 payment required)

1. When in the app - go to the 3 small lines at the top left of your screen to access the main screen and view all options - *to do this click on the 3 lines.*

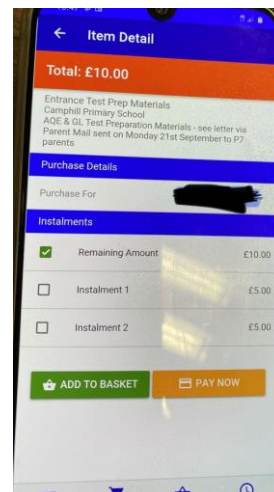


2. On the main 'Home' screen scroll down to the 3<sup>rd</sup> option - **PAYMENTS**

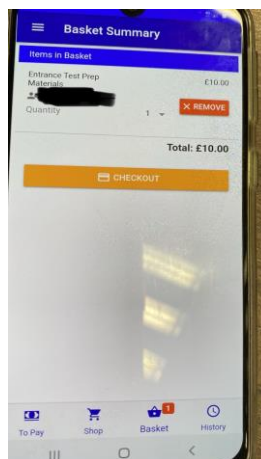
- By clicking into PAYMENTS if you have an item that needs paid for this will be in the 'SHOP' (click 'SHOP' on the bottom of the screen)



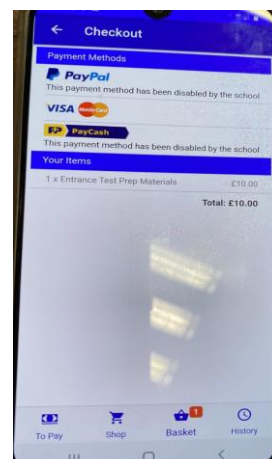
- Click on the 'item' and details of what the item is will be displayed. Then click on 'add to basket' or 'pay now' depending if this is the only item you have to pay for.



- Your 'Basket Summary' will appear and then when happy to proceed click 'Pay now'



- At 'Checkout' you will have the choice to pay by 'credit or debit card'
- Proceed to add in your card details and once paid you will receive an email from Parentmail as a receipt of payment.
- School will then receive your payment via ParentMail. The school system will receive notification of who has paid and on what date payment has been received.



From September 2020 all payments (with the exception of School Canteen money at this stage) will be done through +pay via the PARENTMAIL system. It is therefore extremely important that you have an up-to-date ParentMail App on your device.

If you need any additional information or assistance, please use the help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/) or please contact the School Office.

Yours sincerely  
Mrs K. McMaster  
(Principal)

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