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Headteacher: Val Sian
Deputy Headteacher: Chris Wallis
Chair of the Governing Body: Andy Wilcock

'Enjoyment, Achievement, and Learning for life...'

5th September 2019

Dear Parents/Carers,

SIMS Pay Online Payment/Permission System and School Paper Letters

SIMS Pay (formally SIMS Pay) Online Payment/Permission System

At the moment the school office accepts payment for school meals, trips, events, clubs and other school activities via SIMS Pay and cash/cheques brought into school.

In preparation for the new build and in an attempt to become a cashless school, we are asking all parents/carers to make payments to school only via SIMS Pay by the **1st October 2019**. There will be exceptions when cash maybe required for small amounts such as a donation for Junk Food or a charity. Obviously some parents/carers may choose not to use these facilities and may have concerns about making payments. Please contact Mrs Jinkinson or Mr Clements for further advice.

Some advantages of using SIMS Pay

- SIMS Pay Allows you to make online payments to the school whenever and wherever you like, 24 hours a day, 7 days a week by smart phone, tablet or PC.
- Makes it easy to make payments for school items by debit or credit card.
- You will receive an email receipt for all payments and you can check your balance at any time and view what and when you have paid the school through SIMS Pay.
- Free to use.
- Improves the safety of our children not having to carry cash to school.
- Peace of mind that payments are made safely and securely to the school.
- Reduces the chances of money being lost or stolen.
- You can also merge your accounts if you have more than one child at the school, or from other schools that also use SIMS Pay.
- Reduced administration time and efficient payment reconciliation for school staff.
- Cash payments accepted with a barcode letter at PayPoint outlets and the Post Office.
- Give permission for trips and events.

Is SIMS Pay safe – are my payments secure?

- Yes – SIMS Pay is safe and secure and tested for the highest security - SIMS Pay is PCI DSS Level 1 certified and uses the highest levels of card payment security technology & 3D fraud protection measures.
- All information is secure and only accessible by completing several security steps and automated checks.
- Payments are secure - No card details are ever stored on the system or accessed by the school.

Many of our parents/carers are registered with SIMS Pay and the feedback we have received is positive.

During September we will be sending invitation letters to parents/carers who have not yet registered to create a secure private SIMS Pay account. The letters will contain instructions and a unique reference for your child, which you will need to access your child's account. You will be asked to follow a few simple steps to activate your account.

We understand that some parents/carers may still prefer to pay for items with cash. Please ask the school office for a barcode letter for each item you would like to pay for. You can then present your letter with payment to the Post Office or where you see the PayPoint sign.

School Paper Letters

We would very much like to reduce the amount of paper we use in school, to be considerate to the environment and become a greener community. We already send our newsletters out via email to parents/carers and this has been very successful. If you have not been receiving our newsletters please provide your email address to the school office.

The letters we send home can get lost and we often need to provide duplicates. Communication between school and home will be greatly improved as letters and information would be emailed directly to parents/carers. This would include any trip and event letters which we would normally need a permission slip returning to school. As SIMS Pay is able to accept this information we will be using the system to obtain parental consent.

We would also like to be able to communicate via email with all of our parents/carers by the **1st October 2019**. To achieve this the office will be contacting any parents/carers that we don't have an email address for. If you are aware that we do not hold an email address for you please contact the school office.

If you have any concerns, questions or need any help, please contact the school office, Mrs. Jinkinson or Mr. Clements who will be happy to assist.

Your support in becoming a cashless and paperless school is very much appreciated.

Kind regards



Val Sian
Headteacher