

## Parent Pay

St Columb's College uses ParentPay as a method of payment within the school. This is a secure payment method which can be accessed through a secure website, ParentPay using your debit card or credit card. You can also use the PayPoint method (details on request). We hope you will find this an easier and safer way of making school payments.

If you already have a ParentPay account 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 an activation username and password to do so.

A secure online account will be set up for you which can be 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. (This will take place at the start of the new term).

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.

ParentPay holds an electronic record of your payments for you to review at any time. Once you have activated your account you can make online payments straight away.

If your child receives free school meals their account will be updated automatically. However, if further spending is required, you will have to credit your child's account using ParentPay.

Please note that you need to activate and top up this account so that your child can use the school canteen for lunch.

Thank you for your support and please do not hesitate to contact the school ICT office if you have any queries.

Yours sincerely

Mr FJM Madden