

# Navigation Primary School

An introduction to our online payment service for **trips** and **fees**

[www.parentpay.com](http://www.parentpay.com)

## How does ParentPay help our school?

- Reduces the administrative time spent on banking procedures
- Keeps accurate records of payments made to every service for every student
- Payments do not bounce
- Allows for easy and quick refunds to be made back to the payment card
- Improves communication between the school and parents concerning payments
- Offers a more efficient payment collection process, reducing the amount of money held on school premises

## How do I get started?

We will send you an activation letter containing your activation username and password to enable you to set up your ParentPay account. During the activation process we will be guided through changing your user name and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.

## What does ParentPay do?

- Offers a highly secure payment site
- Gives you history of all payments you have made
- Allows to create a single account login across all your children that attend a ParentPay school
- Shows you all items available for payment relevant to each of your children
- Emails a receipt of your payment to the email address you register
- Offers you the ability to set automated email/SMS payment reminders

## How does ParentPay help you?

- Gives you the freedom to make payments to school whenever and wherever you like
- Stops you having to write cheques or search for cash to send to schools
- Gives you peace of mind that your payment has been made safely securely
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- Payment for larger trips can be made by instalments up to the due date
- You never need to miss a payment or have insufficient credit with automated email/SMS alerts
- ParentPay is quick and easy to use

## More information

More information can be found on the ParentPay website, alternatively contact the school office on 912 5937.