

Gosforth East Middle School

Head Teacher: T J Stout

Harewood Road Gosforth
Newcastle upon Tyne NE3 5JT
Tel: (0191) 285 5445 Fax: (0191) 213 0492
Email: admin@gosfortheast.newcastle.sch.uk



In the Pursuit of Excellence

13th November 2019

Dear Parent / Carer,

IMPORTANT CHANGES TO THE WAY YOU CAN PAY OUR SCHOOL FOR TRIPS, CLUBS AND ACTIVITIES

Since 2009, the school has used the ParentPay system as a way for parents to make secure payments to school for school dinners, trips, activities and clubs. ParentPay has enabled us to significantly reduce the number of cash and cheque payments being made to the school. Currently, 92% of our pupils have an active ParentPay account, but despite this, there are still a high number of parents who continue to make cash and cheque payments to the school office and this is having a significant impact on administration workloads.

From **1st December 2019**, Gosforth East Middle School will begin our transition to becoming a cashless school. From this date you may pay for items in the following ways:

School Meals (Process remains unchanged)

- ✓ **Debit or credit card** - via the ParentPay website
- ✓ **Cash** - via dedicated machines in school

School Trips, Clubs or Activities

- ✓ **Debit or credit card** - via the ParentPay website
- ✓ **Cash** – by requesting a Paypoint letter from school, and taking this letter to your nearest Paypoint store (details overleaf)
- ✓ **Cheques** – at the school office, made payable to Gosforth East Middle School

After 1st December 2019, we will continue to accept cash payments at the school office for the **Year 8 Ski Trip only** due to the close proximity of the departure date for this trip. Please do not send cash into school with your child to pay for any other trips, clubs or activities (unless specifically requested), as it will be returned home with them accompanied by a Paypoint letter.

Making Payments via the ParentPay Website

ParentPay offer parents the freedom to make payments whenever and wherever they like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security.



Upon joining the school you will have been issued with a username and password for your secure online account. If you do not have these, a ParentPay activation letter can be requested from the school office. If you already have an account, but have forgotten your password, it can be reset via by filling out an online form in the support section of the ParentPay website.

If you have more than one child at the school or have other children at other ParentPay schools, you can create a single account log in for all of your children.

Making payment is straight forward and ParentPay holds a payment history for you to view at a later date. Once you have activated your account you can make online payments straight away.

Making Payments via Paypoint

Paypoint is a system which allows parents to make cash payments at their local shop which saves school staff having to count, bank, and reconcile the money. Paypoint is advantageous to parents as it provides greater flexibility by enabling parents to pay at shops which are open outside of school hours.

A unique barcode is generated by the ParentPay system, and this is then given to the parents in the form of a letter which can be taken to their local shop, where they make a cash payment at the till. This feeds through to the school's ParentPay system within approximately 48 hours.

Each barcode is unique to each child and each payment item or trip. This means that a new barcode letter would need to be produced for each item or trip that the child is assigned to. Parents with more than one child will require separate barcoded letters for each child.

If you are paying for a trip or item in instalments, the barcoded letter for each child can be reused until the trip is paid for in full. If the letter is lost or damaged, another copy can be requested from the school office.

The nearest Paypoint stores to the school are:

- Asda Superstore, Hollywood Avenue (0.06 miles)
- North Road Filling Station, Great North Road (0.12 miles)
- Nisa Local, 1 St James Street (0.52 miles)

Other Paypoint locations can be found at: <https://consumer.paypoint.com>

We thank you for supporting us in achieving our goal to become a cashless school and reduce the workload on our staff.

For further information about ParentPay, please visit www.parentpay.com

Kind regards

Mr T Stout
Head Teacher