



Temple Grafton Church of England Primary School

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Mrs S. Hendry
Head Teacher



14th January 2015

Dear Parents

Direct Payment Facility – School Money

Last term, we piloted a new direct payment facility with Class 4 called School Money. It was highly successful and after consultation with parents, it was evident that this facility is wanted by parents and it will help to reduce administration here in the office.

The email address you have received this letter in is the email address your account is setup on and you will need to sign in using this email. School Money will not work without an email address, so if you have not advised school of an address and you have one we can use, please call into the office to set up.

You will receive from me a text in the next day or so, advising you that monies are owing to the school – for example – Panto Day. In that text will be your login instructions, including your password. **The password is unique to you** and will remain the same for all monies due to the school. Please note this down. As we all get to know the system, I'm hoping that I won't need to text you a notification because you will know your password. Email notifications are free to the school but will not contain your unique password.

When you login to your account you will see a breakdown of monies owed. **Please ignore the button option in the top right corner inviting you to top up Dinner Money. We do not handle Dinner Money for Teddy Bear Corner.**

You can pay via Debit or Credit Card and the system is secure. You can of course continue to send in cash or a cheque to the school. Every transaction processed generates a School Money transaction charge of 0.39p which will be added to your payment made. The school will endeavour to co-ordinate monies owing to the school on a half termly basis with one settlement time per half term in order to keep this cost to you to a minimum.

Should you have any difficulties logging in to the system or using School Money, please do contact me and I would welcome any feedback that you may want to give.

Kind regards

Clair Willies
Finance Officer

**If you, your child or any member of your family have difficulty in accessing the school and/or the school's facilities and services,

please contact the School Office for assistance.**

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