

Cheswardine Primary and Nursery School

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Executive Headteacher: Mrs R Williams



Reach for the Stars

22nd June 2020

Dear Parents and Carers

Electronic Payment System

I am writing to inform you that we have now set up our school to be part of the Shropshire Council Electronic Payment System. This system will allow parents/carers to make secure payments to school online. The system will accept most payment cards and PayPal is available as a payment option. Parents will be able to make payments for such items as dinner money, school trips and any school invoices for nursery fees etc. via this system at any time of day. A receipt is generated for all payments made which we encourage you to keep as proof of payment. We will also require the receipt number if you have any queries. The school will be able to download a daily report listing payments made. The advantages of making payments using this system are:

- Parents would be able to pay 24 hours a day, 365 days a year (allowing income collection in holidays and out of hours). A case study by another local authority using the Civica module showed that 64% of payments were received outside school hours and 22% on a non-school day.
- Parents can be assured that the payment has arrived with the school.
- Parents will not have to spend time searching for change to pay dinner money with each day or week.
- Parents can combine payments to schools with payments for other council services.
- Parents can be confident that their card data is protected in line with industry standards.

Each pupil will have their own personal reference number that will be unique to them and the school. Your child's reference number will be texted to you in due course - please make a safe note of it as you will be required to enter this reference number each time you make a payment. Payment cards will have to be registered for 3D Secure in order for the payment to be processed. If you try to make a payment without registering for 3D secure, the payment will fail. Please also note that on your bank statement all payments will show as Shropshire Council.

Instructions on how to use the system are posted on our website <http://cheswardineschool.org.uk/home/parents-area/office/>

If you have any questions please do not hesitate to contact the office.

Yours sincerely

R Williams

Rachael Williams

Executive Headteacher



Cheswardine Primary
and Nursery School

Goldstone Federation

Together we SHINE



Hinstock Primary School
and Hedgehogs Nursery