



Celebrating Faith,
Learning and Success

St Botolph's C of E Primary School

Oundle Road, Orton Longueville, Peterborough PE2 7EA

Tel: 01733 231313 Fax: 01733 230620

www.stbotolphsprimary.co.uk

Headteacher: Mrs H Rouse



office@st-botolphs.peterborough.sch.uk
informus@st-botolphs.peterborough.sch.uk

25th June 2020

Cashless Payments

Dear Parents/Carers

For some time, St Botolph's have used ParentPay as a way for parents to pay for and book school meals and pay for trips, activities and Kidz Biz. An account with ParentPay is beneficial in many ways and 92% of our families are already using the website.

Beginning this week, we have taken the decision to become a cashless school. All payments to school will now need to be made via the ParentPay online secure payment system and we will no longer accept cash or cheques into the school office.

The current COVID-19 situation has been a catalyst in making this decision as the passing of cash between parents and staff poses additional risks of spreading the virus however, once we fully return to our normal school routines, it will also save, both school administration staff and parents, invaluable time.

How does Parent Pay 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 school
- ✓ gives you peace of mind that your payment has been made safely and securely
- ✓ helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- ✓ payments for many of the larger trips can be made by instalments up to the due date
- ✓ ParentPay is quick and easy to use

How does ParentPay help St Botolph's school?

- ✓ reduces the administrative time spent on banking procedures
- ✓ keeps accurate records of payments made to every service for every student
- ✓ reduces paper 'waste'
- ✓ allows for easy and quick refunds to be made back to the Parent Account
- ✓ 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

Our [website](#) has guidance notes available for you should you need them. They include help with updating your username/password, booking and paying for school meals, how to make payments, and how to add/merge child accounts.

If you do not have a ParentPay account activated, please contact us via informus@st-botolphs.peterborough.sch.uk or 01733 231313 and we can send activation information and guidance notes to you via e-mail.

Although most families will use the online system we understand that this is not always possible, please contact the school office when you need to make a payment and cannot do so online.

Thank you for your continued co-operation and support.

Yours sincerely

Helen Rouse
Headteacher