



# Titus Salt School

Headteacher: Mr I Morrel BA (Hons) NPQH

Higher Coach Road  
Baildon  
Shipley  
BD17 5RH

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Dear Parent/Carer

## Online payments

From 15 March 2018 we will be using +Pay on ParentMail – an online payment service which allows you to pay for school items quickly and easily on your smartphone, tablet or computer. This system will replace ParentPay.

With ParentMail you will be able to:

- Top up dinner money or pay for school trips/items in just a few taps
- Use a free mobile app on Android and iOS to pick up school messages instantly
- Complete forms, give consent/permissions and give feedback on surveys
- Keep on top of school meetings and events
- Book parents' evening appointments.
- And much, much more!

You will be sent either an email and/or text message from ParentMail, with simple instructions to register. Once registered, all your accounts will migrate from ParentPay to ParentMail; this process will be automatic and seamless. If you have any balances for dinner money or trips against your child on ParentPay these will show on ParentMail within 24 hours of registering. Any monies within your Parent Account on ParentPay will not transfer so you will need to withdraw these funds (using the withdraw function in your Parent Account) or allocate the funds to a trip or dinner money. Please note, your bank statement will display 123 Comms Ltd – ParentMail.

Once registered, if you have an Android or iOS smartphone, we recommend you download the ParentMail App for the best user experience. To do this, simply search for ParentMail in your App store. Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

If you need any additional information or assistance, please use the help site:  
[www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/) or contact Mrs Peers at school.

Yours sincerely

Ian Morrel  
Headteacher



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