

28 September 2018

Dear Parent/Guardian

As many of you who have children at other schools will be aware, most schools are now using an online payment system rather than asking for payments in cash or cheques. These systems cover payments for such things as school trips, uniform and purchasing food at school. Schools have adopted these methods to make it easier to make payments as well as to reduce the amount of money children are carrying.

We are planning to introduce an online payment system over the next few months. This will be a phased implementation with online payments for trips introduced first. We will then introduce online payments for items purchased from Student Services before the introduction of cashless catering in the school canteen. The steps in this plan are summarised in the table below:

Key dates	Online payments
Start of Term 2 (Late October)	Payments for School Trips
Mid November	Payments for items from Student Services
Start of Term 3 (early January)	Payments for food and drinks from the canteen (cashless catering)

In order to ensure that these implementation dates are met, it is important that parents sign up to the online payments system as soon as possible.

How do I sign up?

We will soon be sending you a unique access code and instructions enabling you to sign up to the system over the next few weeks.

These instructions will include details of the identification system we will be using when the cashless catering system in the canteen is introduced in January.

What should I do if I cannot sign up/ do not want to sign up?

We hope the majority of parents and guardians will be happy and able to sign up to this system. As I mentioned above, the aim is to make it easier to make payments rather than more difficult.

However, we do understand that some parents and guardians may not be familiar with online payment systems – or may not have access to the technology required to do so. We also appreciate that some parents and guardians may prefer not to use this sort of system. If this is the case, we need to agree an alternative payment method with you so please contact me at school as soon as possible. My e-mail address is gsmith@gillotts.org.uk and the school telephone number is 01491 574315. It is important that you do contact us otherwise your child will not be able to make payments in school once the new system has been introduced.

This is a significant change in the way in which we manage payments in school. While we are working very closely with the online payment and cashless catering providers to ensure a smooth

introduction, inevitably problems may arise. The timescale identified above is our best estimate at this time and we will make sure that we keep you informed of any problems which may affect the future roll out of this project.

Yours faithfully,

Glynis Smith
Business Manager