



1 October 2021

Dear Parents and Carers,

So that we can reduce the amount of cash and cheques that enter the school premises and provide parents with greater convenience for school trip, clubs and school meal payments, we're inviting you to use our NEW secure e-payments solution **Pay 360 Education Payments**; allowing payments online or by cash at PayPoint outlets or Post Office.

Important

Please keep this letter safe as you will need the details within this letter to register your **Pay360 Education Payments** Account.

Getting Started

We are inviting you to create a new **Pay360 Education Payments** account for yourself at Paddox Primary School.

You will be able to use this account to pay for dinner money, trips, uniform, Imagineering, music lessons and swimming.

To access **Pay 360 Education Payments** you will need an account with one of our supported identity providers: SIMS ID, Microsoft, Office 365, Google, Facebook and Twitter. It's likely you already have an account with one of these providers but don't worry if you haven't, Microsoft and Google accounts are free and easy to create.

You can create a Microsoft Account at: <https://signup.live.com>

You can create a Google Account at: <https://accounts.google.com/SignUp>

Registering Your Account

- 1) Type the following link into your tablet, PC or smartphone web-browser: www.pay360educationpayments.com
- 2) Select Register
- 3) Choose the identity provider you want to use to access **Pay360 Education Payments** (e.g. Microsoft).





4) Enter the **Invitation Code** and then **Registering Phrase**.

You must register your account by 31st October 2021 as account registration is time limited for security reasons.

Further Information

If you have a question about **Pay360 Education Payments** you can find out more online on our website.

<https://www.paddoxprimary.com/page/?title=PAY360&pid=594&action=saved>

If you wish to continue paying by cash please contact the school office to request payment via PayPoint or Post Office and please do not hesitate to contact the school office if you need further assistance.

Using **Pay360 Education Payments** will dramatically improve the safety and security of Paddox Primary School and will reduce time spent on payment administration. Your support in adopting **Pay360 Education Payments** will therefore be greatly appreciated.

Yours sincerely

Jane Le Poidevin
Headteacher