

24<sup>th</sup> June 2021

Dear Parent/Carer

### **Cashless payments with effect from 1<sup>st</sup> September 2021**

For some time now parents/carers have had the option to use ParentPay, an online payment system, to pay for Academy meals, trips and other items. From the 1<sup>st</sup> September 2021 we will no longer accept cash or cheques in the Academy and all payments will move over to this cashless system.

There are a range of advantages in taking this action:

- You can be assured that dinner money is being spent on a meal rather than snacks on the way to the Academy.
- Our catering system links with ParentPay and allows you to monitor purchases and healthy choices.
- It removes the risk of cash being lost on the way to the Academy.
- Auto top-ups allows you to pre-set limits which will enable your ParentPay account to be automatically topped up from your bank account.
- Convenient - You can log into your account 24 hours per day to suit your lifestyle/other commitments.
- Students do not have to queue to load cash/cheques onto their account.

For students who do not currently have a ParentPay account, an account will be set up for you, ready to use from September 2021.

### **What if I do not have internet access at home or I would prefer not to use the ParentPay website?**

Cash payments for meals can be made using a pre-payment card at any local PayPoint shop, these payments are recorded by ParentPay and will appear on your payment history. Trip and activity information letters will carry a unique barcode that allows you to make cash payments at your local PayPoint store. Please see the PayPoint website for further information <https://consumer.paypoint.com/>.

If you require a free of charge pre-payment card, please complete the online form, by Wednesday 30<sup>th</sup> June 2021 using this link: <https://forms.office.com/r/cZdcSgL7MN>.

Replacements for lost or damaged cards will be charged at £1.50 each. Payment cards take about two weeks to arrive. If you have more than one child at the Academy you will be issued with a PayPoint card for each child.

If your child is eligible for free school meals, you will not require a pre-payment card, as the Academy will credit their account.

If you require any further information, please email [cashless@maltbylearningtrust.com](mailto:cashless@maltbylearningtrust.com)  
For information on how ParentPay uses your information, please see the Data Protection information attached. Thank you in anticipation of your support.

Yours faithfully



Mr Wood  
Principal

## **Data Protection Information**

ParentPay uses the minimal amount of information about you and your child required, solely for the purpose of administering your account; they do not share or give information to any other organisations. ParentPay Limited, and its group companies, operate in full compliance with Data Protection Law; including the Data Protection Act 2018 and the UK GDPR, which ensures the protection and care of personal information. This means that any information you give them will only be used for the purpose that you intended.

ParentPay are a Level 1 PCI-DSS certified organisation and are subject to regular and comprehensive security audits. They operate an ISO27001 compliant security programme to help protect your data at all times. The ParentPay Limited Products and Services only processes your personal information in the UK.

ParentPay will never contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact the Academy or ParentPay immediately.