



St Augustine's Catholic College

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HEAD TEACHER: J C Alsop MSc BA (HONS)

JCA/jvw

4th June 2018

Dear Parent/Guardian,

An easier way for you to make school payments and book parents evening appointments

From 1st July 2018 we will be using +Pay and Parents Evening Manager on ParentMail – an online service which allows you to pay for school items quickly and easily and book your parents evening appointments on your smartphone, tablet or computer.

+Pay

We will inform you about items you need to pay through ParentMail, and you will be able to pay electronically, using credit or debit cards as well as PayPal and PayPoint.

Please note your bank statement will display either the school name or ParentMail, dependent on your payment method.

If you do not wish to make payments online, you can of course, continue to use cash or cheques.

Parents Evening

You will be alerted once you can book appointments and will then be able to select the times that are convenient to you.

Please note, you will need to be registered on ParentMail to be able to book appointments – if you haven't received a registration email or text, by 1st July 2018, please contact the school office.

If you do not wish to book your parents' evening appointment online, you can simply contact the school office and we will book appointments for you.

If you have an Android or Apple smartphone, we highly recommend you download the ParentMail App so that you can make easy, online payments and book appointments on your phone as soon as the appointment booking goes live. To do this, simply search for "ParentMail" in your App store.

It's all very straight-forward, but if you need help or any additional assistance, you can visit the ParentMail help site: www.parentmail.co.uk/help/parenthelp/ or contact the school office.

Yours sincerely

J C Alsop
Head Teacher