

|  |  |
| --- | --- |
| **Child Account** | **Reference Number** |
| XXXXXXX | XXXXXXXXXX |

Dear Parent/Carer

**NEW WAYS TO MAKE SCHOOL PAYMENTS**

The Council is introducing additional methods of payment within schools to make life easier for parents/carers to make online payments for school meals and other school expenses such as trips and uniforms. In addition to cash, this new method will also allow pupils to reduce the amount of cash they carry to school, helping to reduce administration and cash handling in schools.

The additional payment option will be available in this school from **08/06/2017**. Please note there will be no cash loaders in school from this date.

**PAYMENTS FOR SCHOOL MEALS**

Once you have registered for online payments, you can top up your child(ren)’s Myfife card online. As the system links directly with the catering management system in schools, money added to your child’s catering account online will immediately be available for them to spend in school.

**PAYMENTS FOR OTHER SCHOOL EXPENSES, e.g. TRIPS**

As school trips and other school expenses arise you will also be able to pay for them online. If you are registered for online payments you will automatically receive an email advising you of upcoming events or items for sale and you can pay online. The normal notification process will also continue, since we appreciate not everyone will be able to pay online.

**HOW DO I PAY ONLINE?**

You can pay by using the new safe and secure payment system, called **iPayimpact**. This system can be accessed via any internet enabled device for example - PC, tablet or smartphone. If you do not have access to the internet, free internet access is also available in all libraries.

**REGISTER YOUR ACCOUNT**

For you to use the online payment service, you will need to register with mygovscot for a myaccount, the simple and secure sign-in service for accessing online public services in Scotland. It provides people living in Scotland with the ability to set up an online account and use a single user name and password to access a growing range of online public services.

Go to [www.fifedirect.org.uk/schoolpayments](http://www.fifedirect.org.uk/schoolpayments) and select **Make a Payment** button. If you already have a myaccount, click on the **Sign in with** logo and log in with your myaccount details. If you don’t already have a myaccount, setting up an online account involves a simple registration process, to do this click on the **Register** **with** logo and then **Create a New Account**. Once you’ve registered by providing a minimal amount of information, including about you and where you live, you’ll be sent two emails; one with a username and another with a one-time-use password. **Please note you are registering for an account with your details and not your child’s.**

**To ACTIVATE your account you need to click on the link provided in the email. You will then be able to Login with the user name and one-time use password provided.** Once you sign in, you’ll be prompted to create a new password.

Once logged into iPayimpact, you will be asked to enter :

* Your child’s unique **Account Reference** number**.**
* If you have more than one child at the school, you can add them to your account (you will receive an individual email / letter for each child with their unique **Account Reference** number);
* Go to Accounts on the menu – your first child will be displayed
* Click on the ‘Link a New child Account‘ Button
* Enter the Child Account Reference number for your other child(ren) as per email / letter

**MAKE A PAYMENT/PURCHASE**

* Go to the home page and add items you wish to pay for to the basket
* Proceed to Checkout

You will be directed to the Capita secure payment gateway where you can enter your debit or credit card details. Please note there is a charge for using CREDIT cards. You will receive an email receipt of your payment once it has been authorised.

Should you have any questions on the above, please contact the school office.

Yours sincerely

Headteacher