

**CARLETON PRIMARY SCHOOL**  
Happer Crescent, GLENROTHES, Fife KY7 5DN  
Telephone: 01592 583417  
Headteacher: Mrs M Hayes

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Dear Parent/Carer,

## **ONLINE SCHOOL PAYMENTS**

To make life easier for parents/carers to pay for school meals\*, pre-order meals, ordering milk and other school expenses, our school now accepts online payments through a safe and secure payment system called **iPayimpact**. In addition to cash, this system will help to reduce the amount of money pupils carry to school, helping to reduce administration and cash handling.

## **REGISTER YOUR ACCOUNT**

To use the online payment service you will need to register with **mygovscot** for a **myaccount**. This can be done on a laptop or your phone. Remember to save this App on your Home Screen once you finish registering for easier access in the future.

1. Go to: [www.iPayimpact.co.uk](http://www.iPayimpact.co.uk)
2. Scroll down to the 'mygovscot' button – DO NOT select iPayimpact.
3. Select 'Create New Account'
4. Click on **Register** under **REGISTER FOR MYGOVSCOT (Do Not select Register with Yoti)**
5. Click on **START**
6. Follow the instructions to register your account – please use **YOUR DETAILS** and NOT your childs.
7. Once registered, you will be sent two emails: one with your username and another with a one-time-use password.
8. To **ACTIVATE** your account you need to:
  - Click on the link provided in the email
  - Log in with your username and one-time-use password (you will be prompted to create a new password).

You will receive the Account Reference (Link Key) for your child(ren)'s account from the School Office. The Account Reference (Link Key) will allow you to link your child(ren) to your account. For more information, please turn to look at the back of this letter.

\*For parents of P1 to P5 or if your child currently receives Free School Meals, you won't need to make a payment for meals but can still use the system to pre-order meals, order milk or make other school payments.

## **Once you are registered**

To find your child's account, please do the following once on the main page:

1. Go to the Menu button
  - On a phone: this is the 3 lines in the top left corner
  - On a laptop: Find this along the top band
2. Select Accounts

This is where you can see your child/children. Scroll down to select the child's account needed  
Click the Select button
3. Scroll down to find the appropriate fund (School Meals, Milk Fund) to purchase what is required
  - School Meals – you can add as much money as you choose for meals to come off of.
  - Milk Fund – you **MUST ONLY** put in the exact required amount for that terms cost for milk – not extra.
4. Continue to basket to finish the purchase as per normal when shopping online.

School Milk Fund – An email will go out near the end of the current term for the next terms Milk costs. This cost will vary each term depending on the number of days in the term. The window to pay the full amount will only be open for 2 weeks. Once shut, you must contact the school to discuss if any issues.

**DO NOT** pay Milk fund money into the Meals account without telling the school. We will not see this payment and your child will NOT receive milk once the new term starts.