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Date: April 2016



Mr John Robertson
Head Teacher

Learning & Leisure Services
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To the parent/carer of *your child*

Dear Parent/Carer

ONLINE PAYMENTS FOR SCHOOL MEALS AND OTHER SCHOOL PURCHASES

Online payments are being introduced in all schools across North Lanarkshire to provide parents/carers with more convenient and flexible methods of payment for school expenses. This service will also allow pupils to reduce the amount of cash they carry to school and help reduce administration and cash handling in schools. Cash and cheque payments can still be made in the same way as at present.

The new safe and secure payment system, called iPayImpact, will be introduced in this school. In addition to being able to pay online for school uniform, trips and other school expenses, this system links directly with the catering management system. As soon as you add funds for school meals, the money will immediately be available for your child/children to spend in the school canteen.

If you set up an online account, whether you pay online or not you will be able to see the balance on your child/children's school meal account and what they have purchased with the funds, you will also be able to see what trips etc are available to them and what balances require payment. ***(This system is already being used at Stane Primary, so if you have already registered you only need to add another child to your account).***

HOW DO I PAY ONLINE?

REGISTER YOUR ACCOUNT

For you to use the online payment service, you need to register with 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 it - using a single user name and password to access a growing range of online public services.

Go to www.northlanarkshire.gov.uk/schoolpayments or www.calderhead.n-lanark.sch.uk and select make a payment. If you already have a myaccount click on the **Sign-In** logo and

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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** logo. 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.

To ACTIVATE your account you need to click on the link provided in this email. You will then be able to Login using 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 :

- **Child Account Ref** - enter the reference provided below for one of your children.
- Once you have added the first reference number, you can then **add accounts for your other children** (if you have more than one child at the school)
 - Go to Child 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/children as detailed below.

MAKE A PAYMENT/PURCHASE

- Go to the home page and add items you wish to pay for into 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. 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
Catering Office

Calderhead High School
Pamela Ross

Telephone 01501 826701
Telephone 01236 856477

Yours sincerely

John Robertson
Head Teacher

Child Account Reference for

«iPayImpactID»

Your child

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