



An introduction to our online payment service

www.parentmail.co.uk



More information

More information can be found on the ParentMail website, alternatively contact

office@lafontaineacademy.org or 020 8353 4160

What does ParentMail do?

- enables you to pay for school lunches, trips and other items such as school events
- complete forms, give consent/permissions and give feedback on surveys
- book parents' evening appointments
- offers a highly secure payment site
- gives you a history of all the payments you have made
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register

How does ParentMail help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- you never need miss a payment or have insufficient credit with automated email/SMS alerts
- ParentMail is quick and easy to use

How does ParentMail help our school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre

How do I get started?

You will receive an e-mail and/or text message from ParentMail. When you receive this, please just follow the instructions in the message.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Once registered, if you have an Android or Apple smartphone, we highly recommend you download the ParentMail App **[or School Branded App]** for the best user experience. To do this, simply search for "ParentMail" **[Or School Name]** in your App store.

If you need any additional information or assistance, please visit the help site: www.parentmail.co.uk/help/parenthelp.