

## **Dear Parent / Guardian,**

We are pleased to announce that Glenlola Collegiate School will be introducing a new secure online payment service that will allow parents/guardians to make payments to school using their debit or credit cards. Payments can include school cashless canteen system, trips and other School activities.

We hope that you will find paying in this way much more convenient, and for the school it will help us to reduce the amount of administration time spent on payment collection and banking procedures. It will also help us to ensure our pupils are safer without having to carry cash into school.

We will be using a system known as 'SIMS Pay' which is very easy-to-use and will offer you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that payments are secure, use the highest level of card security and that funds will reach the school safely.

### **Benefits for parents:**

- SIMS Pay allows you make online payments to the school whenever and wherever you like, 24 hours a day, 7 days a week
- Makes it easy and convenient to make payments for school items by debit or credit card
- Reduces the need for pupils to carry cash to school
- Peace of mind that payments are made safely and securely to the school
- Payment for larger items such as school trips can be made by instalment up to the due date
- You can merge your child's accounts into one single view if you have more than one child at the school, or from other schools that also use SIMS Pay

### **Benefits for the school:**

- Safeguarding - helps to ensure pupils are safer without having to carry cash to school
- Safety - reduces the amount of money held at school
- Frees up staff to focus on other important school activities
- Helps reduce the time and cost spent by the school on payment collection and administration

### **Your Invitation to Register Your SIMS Pay Account**

The process to be followed is very similar to the one that you have already completed for the School ParentApp. We will send you an invitation e-mail to create a SIMS Pay account for yourself.

You will need an account with one of our supported identity providers: SIMS ID, Microsoft, Office 365, Google, Facebook or Twitter. It is possible to use an existing account to register, or you can create a new one.

### **Parent or Guardian**

The invitation from the school contains:

- ✓ a unique invitation code required for registering your SIMS Pay account.
- ✓ the name of your child(ren) currently at the school for whom you can make payments once registered.
- ✓ the additional information you will need to provide when registering, i.e. your child, or one of your children's, date of birth.
- ✓ what you can do with your account, i.e. make payments for your child(ren) at the school using SIMS Pay.
- ✓ a link to the registration page.
- ✓ the date by which you must register your account. If you do not register by this date, a new invitation will be required.

**WARNING:** *If another parent/guardian of the child(ren) wishes to register an account, either instead of, or as well as the person to whom the invitation was addressed, please contact the school to request a separate invitation. You should not attempt to use an invitation code intended for another person.*

**IMPORTANT NOTE:** *If you already have a SIMS Pay account for a child, new children will be added to this account as they enter the school.*