



SECAT



## THORPEDENE PRIMARY SCHOOL

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**Headteacher:** Miss Stephanie Champney

22<sup>nd</sup> June 2021

Dear Parents/Carers,

### IRIS ParentMail

From 7<sup>th</sup> July we will be making the move to a new online cashless payment system for all payments related to the school. This will be our new system in place for all payments including school dinners, trips, clubs etc.

The IRIS ParentMail app or web browser is a proven, simple to use system which some of you may be familiar with already.

Once the initial set up is complete, parents/carers will receive a registration email in which they will need to create an account online for IRIS ParentMail. Please ensure that the school has the most up to date email address for you.

This can be accessed via any web browser (Edge, Google Chrome or Safari) or by using the IRIS ParentMail App.

[IRIS ParentMail on the App Store \(apple.com\)](https://apple.com)

[IRIS ParentMail – Apps on Google Play](https://play.google.com/store/apps/details?id=com.irisparentmail)

We are aiming for all parents/carers to receive this registration email on 2<sup>nd</sup> July to enable you to get accounts set up ready for the launch on 7<sup>th</sup> July. <https://pmx.parentmail.co.uk/>

Between 7<sup>th</sup> July and the end of term we will be accepting both ParentMail and cash payments during the transition period, please ensure that you take this opportunity to make any outstanding payments before the end of the school year.

This will be the new payment system for all payments from 1<sup>st</sup> September 2021 and therefore parents/carers will no longer be able to pay using cash or card at the School Office.

You will see an attached FAQ document which should answer any questions you may have around this new system. As a school we will not be using the booking system for school meals.

We thank you for your continued support and believe this new system will make payments easier and quicker for parents.

Yours sincerely

Miss S. Champney  
**Acting Headteacher**

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