



15th May 2020

Dear Parents and Carers

RE: CASHLESS OFFICE

As you are aware we have been using ParentMail as our online payments provider for a number of years now and although most parents use the facility to make payments for; uniform purchases, school trips, school activities and school lunches etc. not everyone is using it. As a result we are dealing with many cash transactions in the school office, which take up an immeasurable amount of time of our administration staff, keeping track of and banking the cash received. We also feel that with the Covid 19 epidemic there are now other issues around handling cash and so have taken the decision that Tatsfield Primary School will be cashless from June 1st 2020. Unfortunately after that date the office will no longer be able to take cash or cheques payments.

If you need some assistance making payments through parent mail or setting up an account please do not hesitate to contact the school office who will be only too happy to help.

If you find your circumstances mean that you still need to use cash to make payments these can be done through a pay point facility at your local newsagent or post office. I have attached a screenshot of the PayPoint instruction. When in the checkout area, there is an option for 'other ways to pay', this then gives the PayPoint option and produces a barcode for you to take into the shop to pay for the items. If however you do need assistance in making cash payments please contact the Finance officer through the school office on Wednesdays after 9:00.

Thank you for your continued understanding and support.

Yours faithfully

Mr K. Bellinger
Headteacher

Can I pay using PayPoint?



If your school have enabled these payments methods, they will be visible to you when you click into Checkout. For you to be able to pay via PayCash, please click the “Other ways to pay” option, as shown below:



Please note, you can only pay with a PayPoint barcode if the item is above £5 and below £149.99.