

18 June 2020

Dear Parents and Carers

We are introducing a new cashless payment scheme from September 2020. SIMs Pay will provide a safe, secure and easy way to pay online for school items such as school meals, trips, clubs and other school activities.

What are the benefits to SIMs Pay?

- SIMs Pay allows you to make online payments to the school whenever and wherever you like, 24 hours a day, 7 days a week.
- Makes it easy to make payments for school items by debit or credit card.
- Reduce the need for children to carry cash to school and gives you peace of mind that payments are made safely and securely to the school.
- You can also merge your accounts if you have more than one child at the school, or from other schools that also use SIMS Pay.
- If you do not have access to the internet or a smartphone, payments can be made in person via Paypoint and Post Office counters. You will be given a receipt after each transaction, please keep this receipt as proof of payment.

Is SIMs Pay Safe – are my payments secure?

Yes – SIMS Pay is safe and secure and tested for the highest security.

- Payments are secure – no card details are ever stored on the system or accessed by the school.
- You will receive an email receipt for all payments and you can check at any time what and when you have paid the school through Sims Pay.

How do I get started with SIMs Pay?

- You will need an email address account with one of our supported identity providers: (e.g. Hotmail, Outlook, Gmail, etc.) It is possible to use an existing account to register, or you can create a new one.
- The school needs to be informed of the email address you are using to set-up the account so we can email your child's activation letter. The letter will contain a unique reference for your child – you will need this reference to access your child's account.

Please email or use the schools text service (Teachers2Parents) to supply us with your e-mail address (for identification purposes please include your child's Forename and Date of Birth in the email/text). Schools email address: enquiries@coleridgeprimary.org.

The office staff will need time to process your information and we would appreciate your reply no later than Friday 26 June 2020.

Should you not have access to the internet or a smart phone please contact Mrs Chambers in the school office on 01709 828988. We can then produce a unique barcode for you to use at any Paypoint and Post Office counters.

Kind Regards



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