



Shacklewell Primary School
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Executive Headteacher: Ms Nicole Reid
Headteacher: Mr Rory McGrath

Wednesday 22nd February 2023

Dear Shacklewell Families,

re: Communication and Parent Payments

I am writing to let you know that this half term we will be improving our school communications and parent payment options. In order to achieve this aim, we are launching a new app - *My Child at School*.

My Child at School is already linked to the school's systems and you can access it on a [web browser](#), on the [Apple app](#) store and through the [Google Play](#) store. In the coming days we will be in touch with your individual login details and I would highly recommend that you try to login in as soon as you receive them to ensure everything is correct. Once logged into the system you will be able to receive and send messages directly to the school office.

We will stop using ParentPay by the end of this half term- this will be replaced by the functionality within *My Child at School*, which allows you to manage school payments. Before this deadline we will be moving different year groups to the new payment system following this schedule:

- Monday 27th - Year 6
- Monday 6th - Years 4 & 5
- Monday 13th - Years 2 & 3
- Monday 20th - Reception & Year 1
- Monday 27th - Two Year Olds & Nursery

For the remainder of the term both systems will be in place. An important point for all families is that school has been advised that any credit balance on ParentPay will need to be manually removed by the family. If any money has been added and then allocated to a particular activity- e.g. Breakfast Club, Our Space or school meals - then it will be managed by the in school financial transfers and families do not need to do anything.

In order to support you all with this transition we will be hosting drop in sessions with the office staff who will be able to support you to login in and access the key features of the app/web browser. These will take place on Friday 3rd March at 8:45am & Tuesday 7th March at 3:15pm.

One final note- this half term we will be managing the parent consultations booking system through *My Child at School* so it is vital you have all logged in ahead of those appointments becoming available.

Yours sincerely,

Rory McGrath
Headteacher