

26. ONLINE PAYMENTS

We use an online payments system for payments towards all trips, visits, and a range of school purchases, e.g. calculators, dictionaries, text books, etc. and work with the company Parent Mail in providing this service, which is in use in over 5000 schools across the UK. The system also provides the opportunity to credit a student's cashless catering account.

Registration Process:

- All new parents/carers will receive an email from ParentMail PMX directly.
- Follow the instructions contained in the email.
- Your account will then be set up.
- If problems arise email jwilloughby@shfgs.co.uk at the school and we will endeavour to assist you.

Data Protection:

The Privacy Notice page in the Parents & Students Information Pack outlines our position with regard to data use, sharing and protection. Both the school and Parent Mail are governed by the Data Protection Act to ensure data and information held is not circulated to third parties.

As part of the online payment system we provide Parent Mail basic details as follows:

- student and parent names, parent email address, address, parent mobile, and for security sign on purposes students date of birth.

This enables a secure login area for all parents/carers to be set up. This is then used:

- by the school to forward emails about to trips, visits and school purchases
- by parents/carers to make online payments, check payments already made or those outstanding, and refer to information sent out.

Below you will find a link to the Parent Mail Data Protection notice which outlines the restrictions in place for the use of information they have.

<https://www.parentmail.co.uk/privacy-policy>

Manual Payments

Parents and carers who are unable to utilise the online payment service should contact the Finance Office direct to make alternative arrangements with regard to specific trips, visits or other purchase.

Please note:

Queries regarding your child's Cashless Catering account should be addressed to Alliance in Partnership at lhorrobin@ainp.co.uk ensuring you state the name of the school and your child's name.