



Hathaway Academy

Principal: Mr James Howarth

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1st February 2016

Dear Parent/Carer

In an attempt to remove all cash and cheques from the academy we are asking all parents to only use our e-payment method to pay for dinner money, trips, music lessons etc. This can be done online using a very secure website called ParentPay or in cash at local stores where you see the PayPoint logo.

Already have a ParentPay account? If you already have a ParentPay account, either with our academy or another ParentPay school/academy, you can simply login to that account and add your other children via the "Add a child" tab on your home page. You will need the activation username and password below to do this.

New to ParentPay? You have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins. **Please contact the academy to request your username and password by providing the details below via email to finance@hathawayacademy.attrust.org.uk or by return to student services.**

Student's Name:	
Tutor Group:	
Parent/Carer Name:	
Email Address:	

If you have two or more children, you only need to activate one account to create your 'main account' and then add your other children via the "Add a child tab" on your home page. Please visit www.parentpay.com and activate your account via the "Account login" area on the home page of the site.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

Those parents wishing to pay cash should contact the student services to request the option of paying via a PayPoint machine.

Please do not hesitate to contact the Academy if you need assistance. Your support in using ParentPay will help the school enormously, thank you.

Yours faithfully

Fatima Rodrigues
Acting Principal

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