



Newfield School
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Headteacher: Mrs Emma Anderson
Chair of Governors: Mr Bill Hilton

Our Ref: EA/EB

Dear Parents and Carers

ParentPay

Please find below details of how to log onto ParentPay and your unique username for the system. In order to protect the security of this account, your password will follow in due course.

LOG IN DETAILS

Username	
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Password	For security your password will be sent separately
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This is an online system which you can use to make cashless payments for school trips, school meals and other purchases. This secure system will enable you to pay online using a debit or credit card.

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Newfield School now operates a cashless catering system. Payments can be made directly to your child's account online using a credit or debit card, or they can pay cash before school or at break times using the in-school pay machines. The cash and online payments credit immediately. Please note that the canteen does not take any monies at the tills. Payment is made at the till by using your child's fingerprint biometrics and the amount is then debited from your child's account.

You will need an email address and access to the internet to use this service. All payments that you make will be logged against your child's account and you will be able to make these at your convenience and keep a track of transactions with school. It will also ensure that no money is held on our premises.

Please enter www.parentpay.com into Google and you will be taken to the home screen or search our website for the link to ParentPay www.newfield.sheffield.sch.uk. From here, you can use your username and password to activate your new account. Once you have activated your account you can make online payments straight away. Your child will need adding to your account.

Already have a ParentPay account?

If you already have a ParentPay account with another ParentPay school ie your child's primary school, you can simply log into that account and add your other children via the 'add a child' tab on your homepage. You will need the activation username and password to do this.

New to ParentPay?

Please activate your secure online account using the 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.

More than one child at school?

If you have two or more children at school, 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 homepage.

You can top up credit as and when you wish and use this to pay for school meals and also school activities when they are assigned to your child.

Please note that usernames and passwords have been created for the person listed as primary carer on our system. Once that account has been activated, the ParentPay system will allow us to create a second payer, this could be mum, dad or a grandparent for example. If you would like a second sign in for your child, please contact us at officemanager@newfield.sheffield.sch.uk

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Please find below a link to ParentPay FAQs which you may find useful:

<https://www.parentpay.com/parent-account-faqs/>

Alternatively, if you type ParentPay.com into Google and scroll to the bottom of the page, you can click on 'Help' under the Parents heading. This takes you to a Parent Support page which has many useful guides. Please note, you will need to be logged into your ParentPay account if you need to report an issue to them.

If you require any further information regarding this, please contact the school.

Yours faithfully



Mrs E Anderson
Headteacher