



## Parent Pay information

Like many schools across the country, at The Harefield Academy we use a very secure online payment system called ParentPay so parents/carers can make payments. By accessing this website, you will be able to pay for items such as lunch, trips, ingredients, or workbooks, etc.

When your child starts at The Harefield Academy, you will be sent details of a new secure online account, activated using the unique activation username and password. When you logon for the first time, you will be prompted to change these and to keep them safe and secure for future logins.

If you already have a ParentPay account, either with The Harefield Academy or another school, once you receive your new activation code, you can simply **login to your old account** and add your other children via the **Add a Child** tab on your home page.

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.

For further help and guidance, please go to [www.parentpay.com/parent-account-faqs](http://www.parentpay.com/parent-account-faqs).

Alternatively you can contact the Data and Exams department at The Harefield Academy or email [Helen.Howley@theharefieldacademy.org](mailto:Helen.Howley@theharefieldacademy.org) or [Gtheobald@theharefieldacademy.org](mailto:Gtheobald@theharefieldacademy.org).

Your support in using ParentPay will help The Harefield Academy enormously.

