



TRINITY CATHOLIC HIGH SCHOOL (Science & Sports College)

Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

Website: <http://fc.tchs.uk.net>

22nd May 2018

Dear Parents/Guardians,

Trinity will finish using Parentpay for online payments on Friday 25th May 2018.

Trinity is moving the payment system to *Parentmail*, the system you currently have for receiving emails from Trinity. You will notice that within the *Parentmail* application there is a finance payment option which will be available from the 4th June 2018.

Further details will be sent out to parents on using the *Parentmail* payment system in due course. The aim is to streamline services for parents via the use of the *Parentmail* application.

In order to ensure a smooth transfer parents/guardians are requested to log into their **Parentpay** account and to ensure that they have allocated all monies they have uploaded to **Parentpay** into a Trinity service. This check is to ensure that no parent has monies in their "Parent Account balance" on **Parentpay**. This is the area on **Parentpay** that holds refund balances or monies parents have uploaded but not allocated to a particular activity or service on the system.

If there are monies in this balance you can either withdraw them or allocate them to a current service. There is a guidance sheet attached to assist if you have not checked this area before.

If you have any queries, please ring Trinity finance on 020 8504 3419 ext 122/123/124.

Please note Trinity Parentpay closes on the 25th May 2018.

Although you will still be able to log in and see your transactions, please do not pay for any Trinity related items via Parentpay after the 25th May.

Yours sincerely,

C Burdfield

Clare Burdfield
Director of Finance

Cc Dr P Doherty OBE
Headmaster



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