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## YSGOL GYNRADD A MEITHRIN STRYD SIORS GEORGE STREET PRIMARY & NURSERY SCHOOL

Wainfelin Road, Pontypool, Torfaen NP4 6BX

Tuesday 29 June 2021

Dear parent/carers

### **IMPORTANT** New Education Payment System

I am writing to inform you that the local authority will very soon be introducing a new education payment system. This will become available in George Street at the start of next week.

This system is being rolled out to all schools and has many benefits, which we believe you will find useful, such as:

- You will be able to pay securely using any mobile device, laptop, or PC for all activities your child undertakes in school.
- You will be able to give online consent for your child to go on trips and undertake activities.
- You will be able to look up your child's school meal balance, lists of booked school trips and more.
- You will be able to set up an auto top-up for school meals, so your catering balance always stays in credit.

#### **Important information:**

This new system will replace the current system of paying for trips, snack, school lunches etc. The new system is called CivicaPay.

The new payment system will go live from **Monday 5<sup>th</sup> July**.

The last date for lunch or snack payments via the current E-Store payments system will be **Friday 2<sup>nd</sup> July at 16:00**.

Existing school meal balances held by the catering team will be uploaded on **13<sup>th</sup> July** as a credit or debit adjustment and will reflect all meals received up to and including **05/07/21** together with payments made up to **02/07/21**.

If you have a query in respect of the credit/debit adjustment, please email the catering team at [cashless.catering@torfaen.gov.uk](mailto:cashless.catering@torfaen.gov.uk)

**To register your details on the new system:**

**All parents will need to register for this new system.**

This will allow you to give consent for participating in school activities and to put money on your child's account so that you can pay for school lunches, snack, trips etc.

Free school meals will continue as normal.

You will receive a letter from the school on **Friday 2<sup>nd</sup> July** inviting you to register on the new education payment portal for your child.

This letter will contain a **unique key code** that must be used to activate your account. Once you have registered your details and linked your child using the code, you are ready to use the new system.

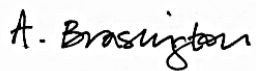
**Find out more:**

To find out more about the benefits of the new system and how to register please visit the council's dedicated webpage linked below.

<https://www.torfaen.gov.uk/en/EducationLearning/SchoolsColleges/Education-Payment-Portal/Education-Payment-Portal.aspx>

If you have any other questions, please email [educationpayments@torfaen.gov.uk](mailto:educationpayments@torfaen.gov.uk).

Kind regards,



Mr A Brasington on behalf of the Torfaen Schools Cashless Project Team