



..... Pupil Name

Parent / Guardian Addressee
Address

Dear Parent / Guardian Addressee

Payments can now be made through ParentPay for school lunches and activities.

Pupil: Pupil Name Class: Reg Group

Before entering the codes below, please check that this letter is correctly addressed to the child you need an account for.

Username: BLANK Password: BLANK

Already have a ParentPay account?

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the **“add a child”** button on your home page. You will need the activation username and password above to do this.

New to ParentPay?

Go to **parentpay.com**, click login and enter the username and password above. You will be prompted to change these when you set up your account. You will require an email address to activate your account. You can add multiple children to the same ParentPay account using the **“add a child”** button on your home page.

Please contact the School Office should you require further assistance. Yours

sincerely

**Mrs Catherine Stewardson
School Business Manager**

BELIEVE • ACHIEVE • INSPIRE

**The Wordsley School · Brierley Hill Road · Wordsley · Near Stourbridge · DY8 5SP
(01384) 816015 · info@wordsley.dudley.sch.uk**

Headteacher: Mr A Weatherhogg

