

Mayville Primary School
Head Teacher Ms C Russell

Lincoln Street
Leytonstone
London
E11 4PZ

T: 020 8539 5907
F: 020 8539 0433
E : school@mayville.waltham.sch.uk



Dear Parent/Carer

We are writing to inform you that from **1st April 2016** the school will no longer be using ParentPay for any Dinner Money and After School Club payments. A new system will replace it and we will give you more details and information nearer the time.

Any PayPoint ParentPay cards that you have will need to be returned to the office and destroyed as they cannot be used. If any payments are made to ParentPay after the changeover the school will not be able to receive the money as the account will be closed down. It is very important that any login details that you are using to pay online are deleted or destroyed and **NOT** used anymore.

Online payments should **NOT** be paid after **24th March 2016** which is the last day of term before we break up for Easter. By using this date as the last possible day for payments, hopefully this should help prevent any problems.

We hope this change will take place without too many problems and thank you in advance for your co-operation.

If you do require any help please contact Paula Newman (Dinner Money) and Kerry Day (After School Club) on 0208 539 5907. Alternatively you can also email us on school@mayville.waltham.sch.uk and via the website.

Yours sincerely

Ms C. Russell
Head Teacher

