

25 September 2019

Dear Parents/Carers

Cashless payments

As we notified you at the beginning of term, the school office is going to be using My Child At School (MCAS) for school meals, clubs and trips. In order to improve school efficiency, transparency and reporting we will no longer be accepting cash payments. As you are aware, many institutions are now moving away from accepting cash and cheques as payments for goods and services. There are a range of advantages in taking this action, some of which are listed below:

- Convenience - you can log into your account 24 hours a day to suit your lifestyle/other commitments so you are not limited by the office opening hours (8am-4.30pm), and you will have better control of any outstanding fees.
- No need for parents to go to the bank/cashpoint to get cash out.
- Parents do not have to queue at busy times to hand over cash/cheques to the office.
- Reduced administration costs means staff time can be used more effectively to promptly process parents' requests and deal with enquiries faster.

If you have not yet received your login details for MCAS, please contact the school office who can reissue these if required.

If you are unable to make online payments we can provide you with the option to make cash payments at shops showing the yellow 'PayPoint' logo. If you have access to the internet you can also access your PayPoint barcode via your MCAS account by clicking on 'show barcode' button next to your PayPoint balance.

For your convenience, we have attached a basic user manual on how to pay for/ book on to meals, clubs and trips via your MCAS account. Please take the time to familiarise yourself with the booklet.

Thank you for cooperation in this matter, your support in using online payments will help the school office enormously.

Yours sincerely



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