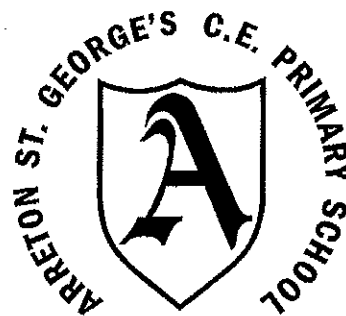


Arreton St George's C.E. (Aided) Primary School
School Lane Arreton Isle of Wight PO303AD
Telephone: (01983) 528429
Email: admin@arretoncepri.iow.sch.uk
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Executive Head: Mrs L Bosworth
Head of School: Mrs M Herbert

8th January 2018

Dear Parents/Carers,

School Online Payment System

We are pleased to let you know that Arreton CE Primary School is moving to an online payments system, which we would encourage you to use to pay for school meals, trips and after school clubs. We hope that you will find paying in this way is much more convenient and from our perspective it will save us time as well as reduce the chances of money being lost or stolen.

We will be using a system known as 'SIMS Agora' which is very easy-to-use and will offer you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that payments are secure and use the highest level of card security and that funds will reach the school safely. Please note that due to transaction charges the **minimum** amount that can be put on your child's account is £10.00.

Getting started with SIMS Agora online payments

1. To access SIMS Agora you will need a Microsoft account. You can use an existing account if you already have one, or create a new one online – they are free, very easy to setup and you can use any email address and password – to get a Microsoft Account please go to: <https://signup.live.com>.
2. Your child's unique Agora reference number has been emailed to you last week. (If you have more than one child each will have their own ID but once set-up, you will be able to merge accounts).
3. Please login to SIMS Agora from the school website or access www.payyourschool.co.uk
4. Follow the simple online instructions to activate your account.
5. You will receive a confirmation email – once you have clicked the link in the email you will be able to make payments for school items straight away (please check your SPAM folder).

Please see information on how to add multiple children into one account on the reverse.

*(Please note: your unique Agora reference token will expire on **02.02.18**, please contact your school if you require a replacement reference token after this date.)*

Yours sincerely,

Mrs M Herbert
Headteacher



SIMS Agora online payments

Parent Activation Quick Guide

Combining your children into one account?

SIMS Agora allows you to add multiple children to one single combined account, including children attending another school or more than one school, provided their school also uses SIMS Agora.

1. Login to SIMS Agora at www.payyourschool.co.uk
2. If this is the first time accessing SIMS Agora you will need to follow the simple online instructions to activate your account.
3. When you are in SIMS Agora, to add further children to your account go to the **Account Details** link at the top of the screen.

Account Details link highlighted in a red box.

4. Select the **Child Administration** option from the left-side menu.

Child Administration link highlighted in a red box in the left-side menu.

5. On the Child Administration page, please enter the **new child reference** and **date of birth** into the 'ADD CHILD' panel for the additional child you would like to add to your account.

Child Reference and Child's Date of Birth fields highlighted in red boxes.

Submit button highlighted in a red box.

Child reference numbers are issued by your child's school. Please contact them directly if you do not have these.

6. Click the **Submit** button - the relevant information for your child that has been added will appear automatically within your SIMS Agora account straight away.