



Blessed Hugh Faringdon Catholic School & Sixth Form Centre

'True Teaching'

Headmaster: Dr Simon Uttley FRSA KHS

Fawley Road, Reading, Berkshire RG30 3EP
Email: admin@hughfaringdon.org

Telephone: 0118 957 4730
Website: www.hughfaringdon.org
 @bhfc

Serving the community in Reading since 1958

Dear Parents

We have introduced a convenient way to pay for trips and credit catering accounts using a secure service called ParentPay. We no longer accept cash and cheque payments, making the school a cash-free environment .

Once your child's details are registered on our school database we will be able to issue a username and password.

New to ParentPay?

You have a secure online account, activated using a unique activation username and password; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the '**Add a child tab**' on your home page.

Please visit www.parentpay.com and activate your account via the '**Account login**' area on the home page of the site.

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**' tab on your home page.

ParentPay holds an electronic record of your payments to view at a later date. Once you've activated your account you can make online payments straight away.

Those parents wishing to pay cash should contact the school office to request the option of paying via PayPoint.

Please do not hesitate to contact the Finance Office if you need assistance. Your support in using ParentPay will help the school enormously, thank you.

Yours sincerely

Mrs A McDonnell
School Business Manager

