



Westgate Primary School
Summerhill Road
Darford
Kent, DA1 2LP

Tel. 01322 223 382

www.westgateprimary.org
office@westgate.kent.sch.uk

Head of School: Mr. D. Terry

Monday 4th February 2018

New way to make School Payments

Dear Parents and carers

From Monday 19th February 2018 we will be using +Pay on Parentmail – an online payment service which allows you to pay for school items, such as Uniform and Trips (excluding Dinner money) quickly and easily on your smartphone, tablet or computer.

We are hoping to go completely cashless in the future so appreciate your support in making payments electronically. However, if you are unable to make payments online, you can continue to make cash and cheque payments. All cash and cheque payments must be in a clearly named sealed envelope, detailing payment information (Inc reply slip, Uniform order form etc if applicable) and placed in the secure post box in the reception area. No payments will be taken at the office window from Monday 19th February 2018. Dinner money will continue to be paid via Squid or placed in the TCS secure post box in the reception area.

Uniform orders can be paid and processed via Parentmail, or alternatively order forms can be printed direct from the school website or collected from the office and returned with payment as detailed above.

If you need any additional information or assistance, please use the Parentmail help site: www.parentmail.co.uk/help/parenthelp or contact the school office. Thank you for your continued support.

Yours sincerely

Mr D Terry
Head of School

