

Colnbrook C. of E. Primary School

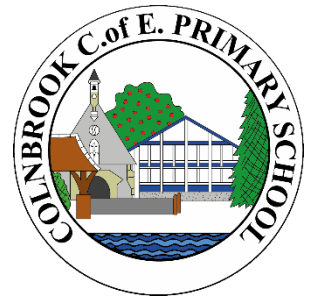
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Headteacher: Mr Tom Brunson B.A.(Hons), NPQH



Thursday 20th June 2024

Dear Parents and Carers,

Online Payment and Changes to Communication System

I am writing to let you know about important changes we are making to our communication system, and that we are launching a new online payment platform. The new systems we will be using are Teachers2Parents and School Money. Both these systems run via a smartphone app.

You will shortly be receiving a welcome email with instructions of how to get started and set up your account.

All parents need to download the new app or access Teachers2Parents via their website. Instructions on how to do this are in the guide attached and in the welcome email. If you do not have a smartphone, you will still receive text messages and emails in the way you do now.

For the next few weeks we will be using both ParentMail and Teachers2Parents alongside each other. However, from the end of this term, ParentMail communications will end. If you are not receiving messages through Teachers2Parents, please let us know as soon as possible so this can be corrected before we fully switch over.

We are offering drop in sessions to all parents who would like some help getting started or with using the app. If you would like any help setting up the app, or help using the new systems, please pop in to the school office **from 2:30pm on Tuesday 25th June or Wednesday 26th June.**

When you join the app, and click on 'School Money' you will be able to see some limited items currently available in the shop that you can purchase online. From September, you will be able to use School Money to pay for all trips, events, PTA events and dinner money, which means that you will no longer need to pay in cash. The school office will still accept cash for those who wish to pay in person.

The new app has many other functions that we will be using next year. This includes parents' evening booking, digital consent forms and trip consent letters as well as school lunch ordering.

If you have any questions, please call the school office, or visit during one of the drop in sessions and we will do our best to help.

I hope our new systems will make communication and payments much quicker and simpler for parents.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'T Brunson'.

Mr T Brunson
Headteacher