



## Joseph Leckie Academy

22<sup>nd</sup> May 2018

Dear Parent / Carer

### **An easier way for you to make school payments**

We are now using +Pay on ParentMail – an online payment service which allows you to pay for school items quickly and easily on your mobile, tablet or computer. If you have not received a registration email, please fill in the form overleaf and return to the Academy as soon as possible.

If you have an Android or Apple smartphone, we would highly recommend that you download the free ParentMail App so that you can make easy, online payments. To do this, simply search for “ParentMail” in your App store.

You are now able to pay for your child/ren’s meals using the ParentMail app or website via a credit or debit card and PayPoint (£10.00 will be the minimum amount payable for PayPoint).

If you do not wish to make payments online, you can of course, continue to make cash and cheque payments until Friday 25<sup>th</sup> May 2018, after this date the Academy will only accept payments via ParentMail or PayPoint.

Please note your payment will appear on your bank statement as either Joseph Leckie Academy or ParentMail.

If you need any additional information or assistance, please use the help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/) or please contact the school office.

Yours sincerely

Mr Keith Whittlestone  
Principal

### Joseph Leckie Academy

Walstead Road West, Walsall, West Midlands WS5 4PG

Principal: Keith Whittlestone

Tel: 01922 721 071 Fax: 01922 641 497 email:

[postbox@josephleckieacademy.co.uk](mailto:postbox@josephleckieacademy.co.uk) web:

[www.josephleckieacademy.co.uk](http://www.josephleckieacademy.co.uk)

## ParentMail Contact Information Form

Student forename:

Student surname:

Form:

I agree to be priority contact one (please tick box to confirm)

Priority Contacts title (please circle): Miss/ Mrs/ Ms/ Mr

Priority Contact's forename: \_\_\_\_\_

Priority Contact's surname: \_\_\_\_\_

Relationship to student (please circle one of the following):

Mother      Father      Foster Father      Foster Mother

Step Mother      Step Father      Grandmother      Grandfather

Address (please confirm):

\_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Mobile number: \_\_\_\_\_

*Please note that this information will only be used for the purpose of input onto SIMS (the schools information management system) and ParentMail.*

**Please either print this form and bring it into the Academy.**

**You can also obtain a paper copy to fill in from the Academy**

**Reception.**