

Dear Parent/Carer

Outwood Academy Redcar: Online e-Payments for School Meals and Other School Purchases

Outwood Academy Redcar uses a completely cashless online payment system, this means that there are **no** facilities within school to accept cash payments for catering facilities, trips, stationary and other adhoc items. We therefore strongly advise parents to use this online payment system with **immediate effect** so any issues can be resolved prior to September.

Why an online cashless system?

- To support the Trust in becoming fully cashless, giving the following benefits:
 - Removing the risk of students losing money
 - Removing time spent queuing to top up funds at break times
 - Keeping up with the digital world and people using cash less and less
 - Monetary and officer admin time savings, enabling us to redeploy these efficiencies

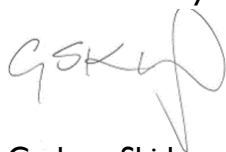
For school meals, each pupil has an account. If they are to purchase meals, drinks or snacks from the canteen you will be required to top up this account with money online.

For those pupils in receipt of Free School Meals, the daily amount will be allocated automatically to your child's account and therefore no action is required, however if you wish to allow your child to make additional purchases at breakfast or break times and, you can register and make additional payments as and when required. The same applies for school trips, stationary and other adhoc items.

In order to use the iPay Impact website you will need to register via www.ipayimpact.co.uk using the enclosed instructions to do so.

Should you have any queries please do not hesitate to contact Sam Harvey (Senior Administration Officer) via email at s.harvey@redcar.outwood.com.

Yours sincerely



Graham Skidmore
Head of School

How to guide:

REGISTER

- Go to <https://www.ipayimpact.co.uk>
- Click on the **Register** button.
- **Child Account Ref:** REFERENCE CODE
- **Username** - enter a username that you will remember. This will be asked for each time you login to your account.
- **Email** - enter a valid email address.
- **Confirm Email** - must be the same email address as entered in the previous box.
- **Password** - enter a password (must be a minimum of 6 characters).
- **Confirm Password** - must be the same password as entered in the previous box.
- **Maths Test** - please insert your answer.
- **Agree to Terms** - please tick this box. You can view the terms as required.

ACTIVATE

An email will be sent to your email account. Activate your account by clicking on the link provided in the email. This will activate your account and allow you to login using the credentials you entered during the above registration process.

LOGIN

Login to your account, update your personal information and save.

Link additional children (if you have more than one child at this school or another using iPayimpact).

- Go to Child Accounts on the menu, your first child will be displayed.
- Click on the 'Link a New Child Account' button.
- Enter the Child Account Reference for your other children as detailed in this letter or a similar letter from another school.
- Click Find School and Account - choose the school from the list (if displayed).
- Click the Link Account button.

MAKE A PAYMENT

- Go to the Home Page and add items you wish to pay for into the Basket.
- Proceed to Checkout.
- You will be directed to the Capita Payment Gateway where you can enter your debit or credit card details securely.
- You will receive an email receipt of your payment once it has been authorised.