

15 May 2019

Child Account Reference for: Unique Reference for iPay:

Dear Parent / Carer

Outwood Academy City Fields
Online e-Payments for School Meals and Other School Purchases

As you will be aware Outwood Academy City Fields is introducing iPayimpact online payments to eliminate the need for your child to carry cash to school. We will be transferring to the new payment system week commencing 3rd June 2019; with full implementation in September 2019.

Please note that from 1st September 2019 there will be **no** facilities within school to accept cash payments for catering facilities and we therefore strongly advise parents to use this online payment system with **immediate effect** so any issues can be sorted before the cash payment facilities in school cease to operate.

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 continue to 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, you can register and make additional payments as and when required.

In order to use the iPayimpact website you will need to register via www.ipayimpact.co.uk

Once registered you will be able to make payments directly into your child's account.

All details can be found on the attached information sheet.

Should you have any queries please do not hesitate to contact our SID Receptionist, Megan Potter, via 01924 298752, alternatively you can email your queries to m.potter@cityfields.outwood.com

Yours sincerely



Elizabeth Ford
Principal

Go to <https://www.ipayimpact.co.uk>



REGISTER

- Click on the **Register** button.
- **Child Account Ref** – enter the reference provided for your child.
- **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.