



Tuesday 21st November 2023

Dear Grazebrook Families

Re: Parent Online Payments

I am writing to let you know that this half term we will be improving our school payment option by moving to MCAS from Parent Pay. You will be able to make payments from **Monday 8th January 2024** when we go live. In order to achieve this aim, please ensure that you download and activate the MCAS app, which you may already be using to receive communications and book parents' evening sessions with the school.

My Child at School (MCAS) is already linked to the school's systems and you can access it on a [web browser](#), on the [Apple app store](#) and through the [Google Play store](#). In the coming days we will be in touch with individual login details if you have not already downloaded and activated the application.

We will stop using Parent Pay to accept payments on **Wednesday 20th December 2023**. This will be replaced by the functionality within My Child at School, which allows you to manage school payments for breakfast club, after school clubs and Our Space.



Any credit balance on Parent Pay, or money that has been added and then allocated to a particular activity e.g. Breakfast Club, will be managed by the in-school financial transfers and families do not need to do anything to transfer this money to MCAS.

In order to support you all with this transition we will be hosting drop-in sessions with the office staff who will be able to support you to login in and access the key features of the app/web browser. These will take place every **Friday from 9.15am - 10.00am** with the first training session on **Friday 24th November 2023**.

Kind regards

A handwritten signature in black ink that reads 'K Beecroft'.

Katie Beecroft
Headteacher