



PEMBROKE
A PRIORY ACADEMY

Our Ref: SE/DL

6 October 2017

Dear Parent/Carer/Guardian

To aid communication between parents/carers and school, we will often use ParentPay to send a message via text or e-mail and so it is extremely useful for us to have an accurate e-mail and mobile contact number on our system that we can use for this purpose. ParentPay is also an online payment system that allows parents a more convenient and flexible way to pay school online and by making cashless payments, you know that your money has reached the school safely.

If you are not already set up on ParentPay, to help us improve our communication with you, we should be grateful if you would contact Student Reception on 01522 751040 or e-mail generalenquiries@priorypembroke.co.uk and they can then issue you with an activation letter with a username and password.

We are aware that sometimes a message with an attachment is not always received by parents and we have been advised that some e-mail providers incorrectly identify ParentPay e-mails as SPAM and send our e-mails direct to your Spam/Junk folder. If you have requested a verification e-mail and it hasn't arrived, please check your Spam/Junk folder. If you still have not received the verification e-mail, please follow these instructions:

1. Login to ParentPay.
2. In the e-mail addresses section check you have entered the e-mail address correctly and edit if required.
3. Then click the "Resend verification e-mail" link.
4. Check your e-mails, and click the link included in the verification email to verify your e-mail address.

If you have any further queries, our staff in Student Reception would be happy to help you. If you ever need to update the school on your child's medical issues, please contact Tracey Hepplestone at thepplestone@prioryacademies.co.uk

Yours faithfully

Mr S Evans
Headteacher

Headteacher: Mr S Evans

The Priory Pembroke Academy, Croft Lane, Cherry Willingham, Lincoln LN3 4JP

Tel: 01522 751040 **Email:** generalenquiries@priorypembroke.co.uk www.priorypembroke.co.uk

The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW Telephone: 01522 889977

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