



Queen Mary's Grammar School

Headmaster: R J Langton, M A

18th June 2021

Dear Parent/Carer

Re: New Online Payment System - Parentmail

I am writing to notify you that as of **Monday 5th July 2021** the school is moving to a new parent payment system called Parentmail.

We will be transferring student data over to our new parent online payment system week commencing Monday 28th June. The previous Parentpay system will continue to work and take funds and be available for meal purchases while registrations take place on the new Parentmail system. Please find attached a Welcome Guide to the new system, to ensure a seamless transition between old and new systems we require you to register by **Thursday 1st July 2021**. The school will be using Parentmail for parent payments for purchases of meals, trips, resources, and other such items.

At the end of the day on **Friday 2nd July** Parentpay system will be closed and student catering balances will be transferred across to Parentmail ready for use Monday morning. As of Monday 5th July and payments will be made through the new system.

We will be working closely with the catering teams on week commencing Monday 5th July to ensure all the balances are available to the students.

If you have any difficulty registering or have any queries on the system please ring or email our Finance support team 01922 211389 Finance@the.merciantrust.org.

Yours sincerely

Richard Langton
Headmaster