

July 2024

Dear Parent/Guardian

### Parent Pay Login

ParentPay is a secure online payment system used by schools. Payment for school lunches, trips and other school related activities at Maiden Erlegh School in Reading are made via ParentPay.

We advise that you activate your account as soon as you have been sent your activation details. To do this, please go to [www.parentpay.com](http://www.parentpay.com)

### Already have a ParentPay account

If you already have a ParentPay account, either with our school or another school, you can simply login to that account and add your other children via the **Add a child** tab on your Home page. You will need your activation username and password to do this.

### New to ParentPay

Once you are on the ParentPay site, to activate your account, go to **Login**  
Your username and password will be emailed to you by school and are for one-time use only).

When you have successfully logged in, you will be prompted to change your username and password to one of your choice.

ParentPay holds an electronic record of your payments and you can view them at any time. Once you have activated your account, you can make payments online immediately. We strongly advise that you set up **email alerts free of charge** to remind you when your account balance is running low so you can keep your account in credit. To do this, please navigate from your ParentPay home page to **Communication > Alert settings**. Please note that **locker and related items are available on the School ParentPay online shop**. The online shop can be accessed at the following link;

<https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=1047>, from the School website or from your ParentPay account Home page.

If you require any further assistance, please do not hesitate to contact me directly at [merparentpay@maidenerleghtrust.org](mailto:merparentpay@maidenerleghtrust.org)

Yours sincerely

*M. Lone*

**Mrs M Lone**  
Finance assistant

