

16<sup>th</sup> November 2016

Dear Parents/Carers,

## School Electronic Payments (SIMS Agora) For parents/carers who have not yet activated their account

To aid the school's efficiency, all parents and carers should now use SIMS Agora, our electronic payments system, to make payments for school meals and other activities, instead of paying in cash to the school office.

The system is very easy to use and will offer you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that payments are secure, use the highest level of card security and that funds will reach the school safely.

### Getting started with SIMS Agora online payments:

1. Please have your child's unique Agora activation reference to hand. You can obtain your child's reference by contacting the school office. It will expire 28 days from when it is provided; replacement references are also available from the school office. (If you have more than one child, each will have their own reference, but once set up, you will be able to merge their accounts.)
2. To access SIMS Agora, you will need a Microsoft account. You can use an existing account if you have one, or create a new one online - they are free, very easy to set up and you can use any email address and password - to get a Microsoft account, please go to <https://signup.live.com>
3. Next, visit [www.payyourschool.co.uk](http://www.payyourschool.co.uk) to log in to SIMS Agora using your Microsoft account.
4. Follow the simple online instructions to activate your account.
5. You will receive a confirmation email - once you have clicked the link in the email, you will be able to make payments for school items straight away.

If you require assistance to activate your SIMS Agora account, you may visit the school office where a member of our team will help you with the process using one of our school computers.

Kind regards

Sarah Nicholls

School Business Manager



**Inspiration & Success**

