



Education Service

Date: 24th May 2019

Dear Parent/Carer

ONLINE SCHOOL PAYMENTS

To make life easier for parents/carers to pay for school meals*, pre-order meals and other school expenses, our school now accepts online payments through a safe and secure payment system called **iPayimpact**. In addition to cash, this system will help to reduce the amount of money pupils carry to school, helping to reduce administration and cash handling.

REGISTER YOUR ACCOUNT

To use the online payment service you will need to register with **mygovscot** for a **myaccount**.

1. Go to www.fifedirect.org.uk/schoolpayments
2. Click on **Register** 
3. Click on **Register** under **CREATE A NEW ACCOUNT**

CREATE A NEW ACCOUNT	USE YOUR NEC NUMBER	ALREADY REGISTERED?
Click below if you're registering for the first time and don't have a National Entitlement Card (NEC)	Click below to register using your National Entitlement Card (NEC) number	Click below to sign In to myaccount
		

4. Follow the instructions to register your account (please use **YOUR DETAILS** and not your child's).
5. Once registered, you will be sent two emails; one with your username and another with a one-time-use password.

6. To **ACTIVATE** your account you need to;

- click on the link provided in the email
- log in with your username and one-time-use password (you will be prompted to create a new password)

You will receive the Account Reference for your child(ren)'s account in a future communication. The Account Reference will allow you to link your child(ren) to your account.

More information about our online payment system including how to pre-order meals, can be found on our web page www.fifedirect.org.uk/schoolpayments.

Yours sincerely

Jacqueline Crawford
Headteacher

* For parents of P1 to P3 or if your child currently receives free school meals, you won't need to make a payment for meals but you can still use the system to pre-order meals for your child.