**ParentPay at Galashiels Academy**

You will be used to using ParentPay for school lunches and other items at your primary school. At Galashiels Academy we use ParentPay for all of our school trips, dance tickets, lockers, extra-curricular sports fees and kit, course fees, calculators, lunch money and many other items.

You will be able to keep your current ParentPay account and simply add another ParentPay school to it. Pupils will receive an activation letter when they start at Galashiels Academy in August. This will contain a username and password that will enable you to add a Galashiels Academy pupil to your existing account, via the Add a Child tab, on your account home page.

Once you have left your primary school you will no longer be able to access that school in ParentPay. Primaries will refund any overpayments at end of term and parents should ensure there are no outstanding payments due on these accounts.

Your support in using ParentPay will help the school enormously; please do not hesitate to contact the school office if you need assistance.