



## Henry Green Primary School

Address: Green Lane, Dagenham,  
Essex, RM8 1UR

Telephone: 0208 270 4466

Email: [office@henrygreen.bardaglea.org.uk](mailto:office@henrygreen.bardaglea.org.uk)

Headteacher: Mr Matt Murphy

17<sup>th</sup> March 2023

Dear Parents/Carers,

### ParentPay Activation Letter

As our letters last week explained, we are moving our online payment provider from School Grid to Parent Pay. You will be sent an activation email today, so please check your inbox and junk folders. If you have not received an email, please contact the school office on Monday.

#### **The email has the following information:**

##### **Already have a ParentPay account?**

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

##### **New to ParentPay?**

Go to [parentpay.com](https://parentpay.com), click login and enter the username and password in the activation email. You will be prompted to change these when you set up your account. You will require an email address to activate your account. You can add multiple children to the same ParentPay account using the **add a child** button on your home page.

If you have any difficulty, please come and speak to our school office. We will also be dedicating the Parent Voices session on Friday 24<sup>th</sup> from 8:45am to helping you activate your ParentPay account.

In the meantime, please contact the school office if you have any questions.

Yours Faithfully

**Matt Murphy**  
Headteacher

