

Dear Parent

This is to inform you that your school is taking part in the trial of a new School Payment Service ('SPS') starting in September and lasting until Christmas.

The SPS is a secure online payment system for parents, which can be used to pay for school items such as insurance, school trips, etc.

Parents can register for an account and log onto a secure website at [www.myschoolltime.ie](http://www.myschoolltime.ie) and use their Laser or Visa Debit card to pay for school items. Benefits for parents include:

- Convenience - can pay at any time even outside school hours
- Can pay by laser/visa debit card instead of having to use cash
- Can see what activities are yet to be paid for and payments already made
- Parents can be sure their payment gets to the school

There is currently a fee of €1 per transaction to cover the costs of providing the service; please note that the school is not being charged for the service. The €1 covers the cost of the secure processing and authorisation from your bank card. There is only one fee per transaction on your card so you can pay for a number of items and for more than one child if you wish, and you will still only be charged €1.

Once you have registered, all data is encrypted and held on a secure web server. The school can then see who has paid for which items.

You can access the service at any time, just go to [www.myschoolltime.ie](http://www.myschoolltime.ie) to register and use the service.

At the end of the trial, parents will be asked to give their feedback and the school will decide then whether or not to continue using the system.

If you have any problems using the Payment Service during the trial, please email [enquiries@myschoolltime.ie](mailto:enquiries@myschoolltime.ie)