

July 2024

Dear Parents/Carers

We would like to let you know that from 1<sup>st</sup> September 2024 we will be moving our payment system from ParentPay to My Child at School (MCAS).

If you are currently using the MCAS app for timetables and attendance etc. no action is required and payment access will be added in due course.

If you have not activated your MCAS app please see the instructions below – School ID: 14073

[MCAS Parent Sign Up](#)

**Payments for lunch/trips etc. can only be made using MCAS from 1<sup>st</sup> August 2024.**

We are fully aware that you may have an outstanding balance on your ParentPay account at the end of this term. This balance will be available to withdraw from Parent Pay the week beginning **22nd July 2024**. Please find below instructions on “How to withdraw funds from your ParentPay account”.

You must withdraw any balances by **5th August 2024**

If you have any questions or queries regarding this please contact [payments@sdcc-smhc.net](mailto:payments@sdcc-smhc.net)

Kind regards

School Office

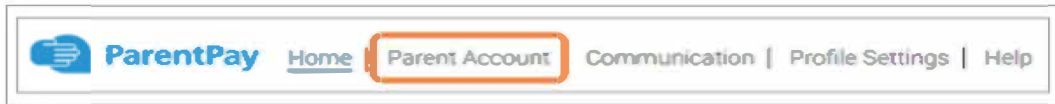
From 22nd July to 5th August 2024	Any money in Parent Pay needs to be withdrawn
1st August 2024	MCAS will have the payment access added please use tis to add dinner money

Anita Frier, Headteacher

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1. Go to [www.parentpay.com](http://www.parentpay.com) and log into your ParentPay account
2. Navigate to **Parent Account**



3. Your statement will then be displayed
4. Select **Withdraw** from beneath the statement

May 21	Card payment - MasterCard ending 4415	+ £10.70	£10.70
May 16	Ivy - After School Club	- £30.00	£0.00
May 16	Card payment - Visa Debit ending 1112	+ £30.00	£30.00
May 16	Oliver - After School Club	- £29.00	£0.00
May 16	Oliver - After School Club	- £30.00	£29.00

**Withdraw**

5. Enter the amount to be withdrawn. This can be a minimum of £2.00, and a maximum of the total amount in your Parent Account

You are limited to 3 withdrawals within a 3 month period.

Withdrawal amount

£ 100.00

Min £2.00 - Max £113.70

**Make withdrawal**

6. Select **Make withdrawal**
7. Confirm the withdrawal
8. Confirmation of the withdrawal will be displayed.

Your withdrawal of £100.00 is being processed  
Your Parent Account balance is now £13.70

Withdrawal receipt

Withdrawals can take 5 working days and funds may be returned to more than one account.

Date	Amount	Returned to	Reference
30 May 2018	£100	VisaDebit ending in 1112	AA02-AUZJ-W7NJ-5A

Note: The withdrawal may take up to 5 working days to be credited back to the card/bank account detailed on the withdrawal screen

Note: If the withdrawal will result in amounts being credited to multiple cards/bank accounts, the confirm withdrawal notification will display what will be refunded to which cards.