



PRESTON MUSLIM GIRLS — HIGH SCHOOL —

Education with Patience Modesty Gratitude Humility Sincerity

18 January 2019

Our Ref: MJ/SP/01/2019

Dear Parents and Carers

ParentMail – Cashless Payments

Assalamu alaikum, I hope and pray this letter finds you in best of health and Imaan.

I am pleased to inform you that the school is now ready to receive cashless payments and will no longer be accepting any cash payments. Payment requests from school for trips and all other items will be made and completed via ParentMail.

In order to ensure that all communications reach you effectively and you do not miss out on any vital information, I would strongly advise you to ensure that you engage fully with all messages sent to you via ParentMail.

Listed below are a few key features of ParentMail that we currently use or will be using for communication:

- Pupil progress update
- Parental consent
- School letters
- Parents' evening appointment bookings
- Booster/intervention consents
- Upcoming events/workshops
- Notifications regarding time changes/Booster cancellations
- Text messages
- Cashless Payments

Please find below a brief step by step guide which may be useful in assisting you with completing parental consents and payments.

Completing Parental consent

Step 1

Parents will receive an email message informing them of a new form from the school as outlined in the example below:

ParentMail has sent you a message

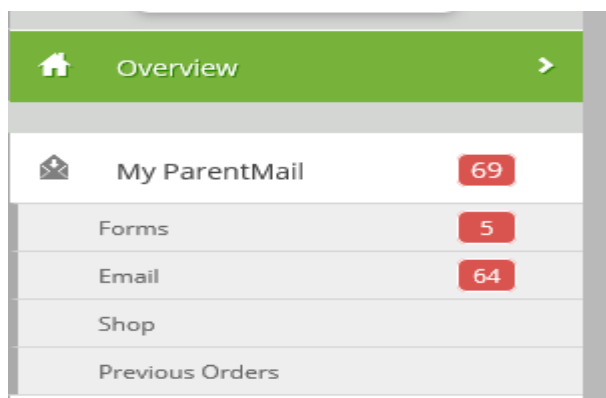
Dear Mrs Patel, Preston Muslim Girls High School has sent you a new form to complete.

Click the link below to complete the form 'Year 11 English Poetry trip to Manchester'.

Go to my account

Step 2

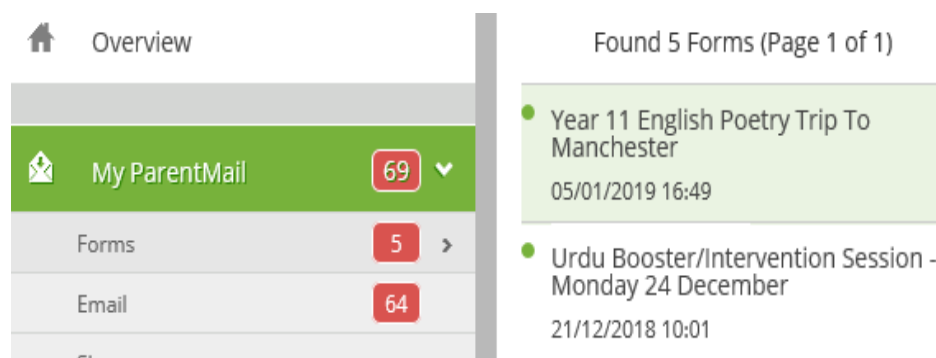
Please log in to your account and click the **form section** from the tabs listed on the left-hand side of your homepage. Please find image below.



Step 3

Parental consent and payment request - The form will provide you with details regarding the trip/ item that requires purchasing.

When clicking the forms tab, all forms that have been sent to you from school will appear next to it, select and click on the relevant form. Please find example below.



Form/letter with detailed information

The form will provide you with detailed information, please find below an image and a sample paragraph.

Search...

Found 5 Forms (Page 1 of 1)

- Year 11 English Poetry Trip To Manchester
05/01/2019 16:49
- Urdu Booster/Intervention Session - Monday 24 December
21/12/2018 10:01
- Booster/ Intervention - May Half Term
21/05/2018 11:53

Year 11 GCSE English Poetry Trip to Manchester Palace Theatre on Wednesday, 16 January 2019

Dear Parents and Carers

Assalamu Alaikum, I hope this letter finds you in the best of health and Imaan.

At PMGHS we continually consider ways in which we can broaden our pupils' minds, and allow them to be educated in a fun and creative way. With this in mind, the English department have organised an invaluable opportunity for your daughter to meet a number of renowned British poets and highly experienced GCSE examiners. Your daughter will have the opportunity to hear exhilarating readings of the poems they must study for their GCSE examinations by the actual poets themselves, and they will be able to hear responses to their questions directly from the poets. In the examiner sessions, highly experienced Chief Examiners will deal with the skills for success in your daughter's GCSE English Literature examinations. This exciting learning experience will allow your daughter to gain insight into to the requirements of their GCSE English Literature examination.

Step 4

At the bottom of the form there will be a parental consent section, **as outlined below** which will require filling and submitting. Please fill in the Parental consent section and submit back to school by clicking on the submit button.

It is **important** that this section is completed, as pupils will not be able to attend a trip without this consent.

Parental consent

I give/do not give permission for my daughter to attend the visit to Manchester Palace Theatre on 16 Jan 2019.

Yes

No

Free school meal

Please tick if your daughter is entitled to a free school meal and will require a packed lunch provided by school.

Yes

Medical conditions

Please specify

Name/contact details of emergency contact

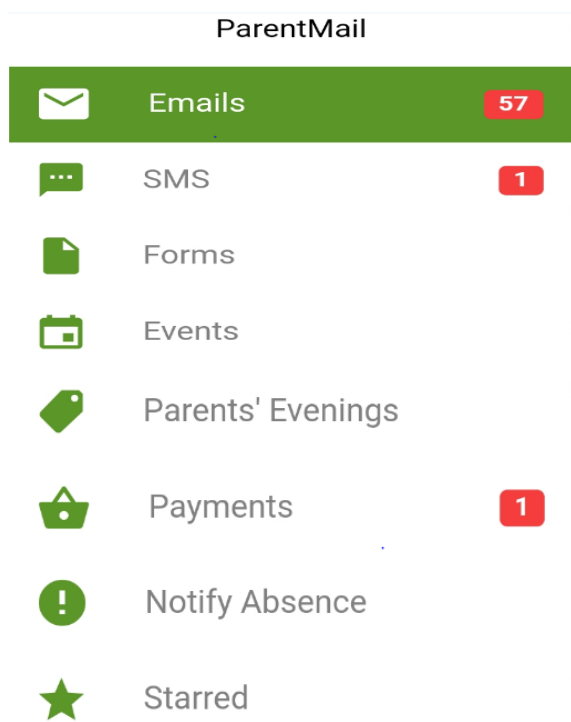
SUBMIT

Completing a Payment

Now you are ready to complete a payment.

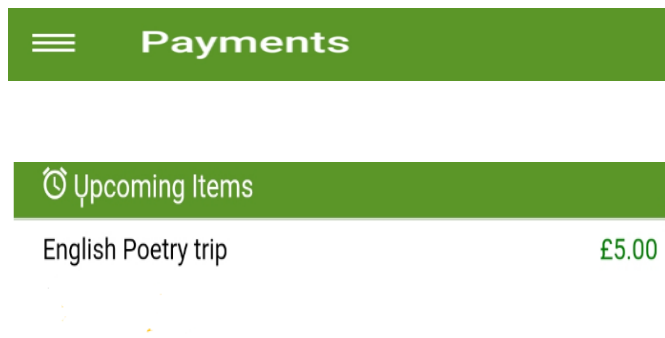
Proceed to the payment section from the tabs listed on the left-hand side of your ParentMail homepage. Please find sample image below.

Step 1



Step 2

Please find upcoming item that requires a payment and amount due under the payment section.



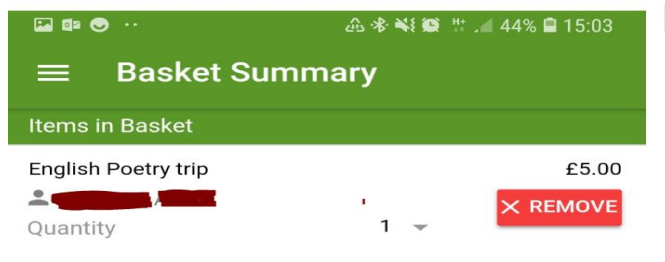
☰ Payments

🕒 Upcoming Items

English Poetry trip	£5.00
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Step 3

Please add item to basket.



📶 44% 15:03

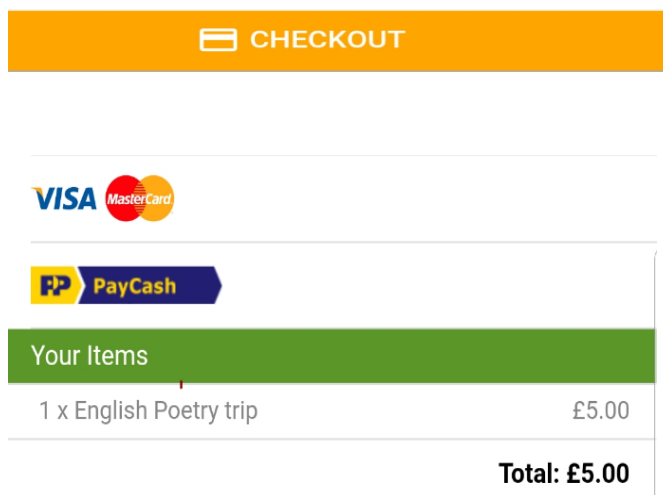
☰ Basket Summary

Items in Basket

English Poetry trip	£5.00
Quantity: 1	REMOVE

Step 4

Please proceed to check out and select payment type.



☰ CHECKOUT

VISA MasterCard

PayCash

Your Items

1 x English Poetry trip	£5.00
Total: £5.00	

Step 5

Please enter card details and click the pay now tab.

Card Number Enter Card Number

Expiry Date Enter Expiry Date

CV2 (3 digits on back of card) Enter CV2

Save Card

Card Nickname Enter Card Nickname

PAY NOW

Please note – The above amount in the payment section has been used just as an example.

I hope this draft guide is useful in assisting you with completing parental consents and making cashless payments via ParentMail. However, please be mindful actual processes may vary.

Should you have any difficulty in completing and submitting the parental consent form and payment request, please do not hesitate to contact the school office.

Yours sincerely

Mufti Javid

Headteacher