



# Little Hill Primary School

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LETTER NO 26

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Dear Parent/Carer

## Changes Affecting Online Payments

Over the next term, Little Hill will be transitioning to a new office management system for our pupil records.

Once fully set up, the new system will replace several separate systems that we currently use. Parents' Evening bookings, payments, communications and the school meal management will all come together into a single parent portal accessible online or via an app called My Child At School (MCAS). I will write to you again once we are ready to launch this.

The first stage of the transition will happen from Monday. **We ask that you continue to pay dinner money through the School Gateway App for now. However, you will no longer see your balance reducing as meals are taken.** Our staff will be recording all of your payments onto the new system manually and they will therefore be able to monitor account balances and will contact you if you need to make a payment. Any payments for trips etc. can be made through the School Gateway App as usual.

This is a significant change for our staff, particularly our office team, so please could I ask for your patience with us if processing your requests take a little longer than normal.

Thank you for your understanding.

Yours sincerely

Vina Pankhania  
Headteacher

