



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust*
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
E-mail: office@queen-eleanors.surrey.sch.uk
Tel: 01483 561323



"A caring, supportive community, grounded in a Christian ethos, where children are inspired to explore their potential and develop skills for life."

Head Teacher: Jo Davies

18th December 2020

Dear Parents/Carers,

Parent Pay text messaging service

In the event that we would need to contact you urgently or at very short notice, for example, in the case of a snow closure or COVID related bubble closure, we have now registered for Parent Pay's text messaging service.

Unfortunately, those of you already signed up to Parent Pay will not automatically receive these messages, but have to 'opt-in' by registering your preferred mobile phone number.

We will only ever use this service in emergency situations, or those that require your instant attention. Please only register if you are happy to receive these by following the instructions below:

(Set-up does vary a little depending on what device you are using, but is generally straight forward. The most important part of the process, is checking the tick box agreeing to communication via text message).

Go to www.parentpay.com

On the Home page, click 'Profile Settings' along the top bar (or click the icon of a person if using a mobile)

Click 'Telephone numbers' down the left hand side (or click the symbol with 3 lines top open a drop down box if using a mobile phone)

Under Mobile number, click add mobile number

Enter your Parent Pay login password

Enter the preferred mobile number you wish to receive emergency texts on

Confirm this number

Click 'send verification'

You will then receive a PIN number from Parent Pay via text message to the mobile number you entered – please enter this to verify your number.

IT IS VERY IMPORTANT THAT YOU CLICK THE TICK BOX NEXT TO: 'I agree to my child's school using this number to communicate with me' – if this is not ticked, you will NOT receive text messages despite entering and verifying your mobile number.

Set up is now complete.

The office will be available to help with any queries from 4th January 2021.

Kind regards,

The School Office