

Horn Park Primary School

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Executive Headteacher: Michelle Bernard

Head of School Helen Robinson



Monday 27th November 2017

Dear Parents/Carers,

Re: New Online Payment System – SIMS AGORA

On Monday 4th December we will be introducing a new online payment system for school meals and other school activities.

The system, known as 'SIMS Agora,' is very easy-to-use and offers you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week, safe in the knowledge that payments are secure and use the highest level of card security and that funds will reach the school safely.

We are sure that you will find paying in this way much more convenient. However if you need to continue paying by cash or cheque, we will continue to accept these forms of payment until Monday 19th February 2018 (after the February 2018 Half term) when we will be a cashless school – all payments will need to be made online.

Getting started with SIMS Agora online payments

1. Each pupil will receive a unique Agora reference token which, you will be given individually by the school office next week. If you have more than one child each has their own ID but once set-up, you are able to merge accounts.
2. To access SIMS Agora you need a Microsoft account (ie, yourname@hotmail.com or yourname@live.com). You can use an existing account if you already have one, or create a new one online – they are free, very easy to setup– to get a Microsoft Account please go to: <https://signup.live.com>
3. Login to SIMS Agora via: www.payyourschool.co.uk
4. Follow the simple online instructions to activate your account (once you have received your unique code from the school).
5. You will receive a confirmation email – once you have clicked the link in the email you will be able to make payments for school items straight away.

There is an expiry date for the unique token, please contact the school office if you require a replacement token after this date.

We will be running a parent workshop should you require help setting up your account and/or instructions on how to use SIMS Agora. The workshop will be on: Tuesday 5th December at 9.30am (entry via the school office).

Kind regards

Zara Picton
Office Manager