



### SIMS PAY

From September 2020, the school will no longer be accepting cash payments. All payments **must** be made via our online payment system 'SIMS Pay'. We hope that you will find paying in this way more convenient and from our perspective it will save us time as well as reduce the chances of money being lost or stolen. 'SIMS Pay' is very easy-to-use and will offer 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 with the highest level of card security and that funds will reach the school safely.

#### Getting started with SIMS Pay online payments

- Please have your child's unique SIMS Pay activation reference to hand. If you have more than one child at school, each will have their own activation reference, but once set-up, you will be able to merge accounts. If you need your child's activation code, please email the school at [enquiry@williammurdoch.bham.sch.uk](mailto:enquiry@williammurdoch.bham.sch.uk) with your child's name and class no later than **Monday 20 July 2020**.
- To access SIMS Pay you will need a Microsoft account. You can use an existing account if you already have one, or create a new one online - they are free, very easy to setup and you can use any email address and password. To get a Microsoft account please go to: <https://signup.live.com>
- Please login to SIMS Pay at <https://www.sims-pay.co.uk>
- Follow the simple online instructions to activate your account.
- 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.

In addition to paying online, SIMS Pay also offers you the chance to make payment in person via PayPoint and Post Offices. To enable you to do this, please email the school at [enquiry@williammurdoch.bham.sch.uk](mailto:enquiry@williammurdoch.bham.sch.uk) where we will be able to provide you with your unique reference code.

Dinner money costs £11.50 per week (£2.30 per day) for pupils in the Upper School. This payment needs to be made on a weekly basis. If dinner money is not paid regularly, then the school meal facility may be withdrawn and parent/carer(s) will have to make alternative arrangements

A toast facility for morning break is available for the Upper School and it is priced at £12.00 per term. This will need to be paid at the beginning of each term as there will no longer be an option to pay on the day for toast.

Yours sincerely

Mr M Singh  
Headteacher