



Dear Parent/Carer,

## Cashless Processing in School using PayPoint

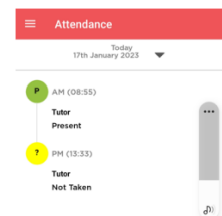


As you may be aware, all school shop items, trips and activities can be easily paid for online using a debit or credit card through our 'My Child at School' (MCAS) system, which you may already be using to receive communications, report absences, and track behaviour and attendance for your children. MCAS is accessible on any device as a website, and as an App for convenient use on your phone or tablet.

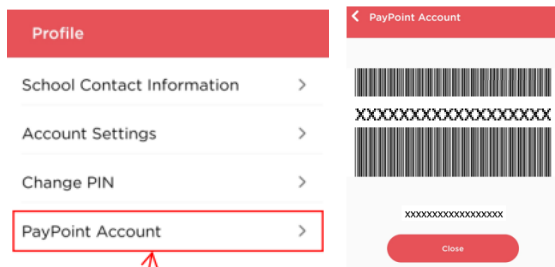
We have now linked MCAS to PayPoint, allowing parents/carers to top up their MCAS account using cash at any PayPoint location nationwide. Once cleared, the funds will show in MCAS and can be used for purchases.

If you would prefer to use PayPoint to add funds to your MCAS account, rather than paying for items with a debit/credit card, please follow the steps below. This process requires that you have the app on a smartphone. If you would like to use PayPoint with MCAS but cannot use the app, please get in touch with school for advice.

**STEP 1** To load MCAS with money using PayPoint, open the app on your device and select the Profile icon at the bottom right corner of the screen as shown on the right:



**STEP 2** Select 'PayPoint Account', which will open to show the barcode as shown below:



The bar code can be scanned in any store that accept PayPoint transactions, your nearest store can be found on the [PayPoint website](https://www.paypoint.co.uk).

The minimum top-up value is £5, with a maximum of £99. **Please note the funds can take between 24 -48 hours to appear on your MCAS account.** Please keep the receipt should you have any queries.

**STEP 3** After 24-48 hours, check your PayPoint balance by selecting the Profile icon again. Your available balance will be visible against 'PayPoint Account', which can now be used within MCAS to pay for items in the school shop or any school trips/activities.

Yours faithfully,

**Mrs J Hume**  
**WHP Trust Finance Manager**

