

ONLINE PAYMENTS STREAMLINE OFFICE PROCESSES

THOMSON HOUSE SCHOOL ON GOING CASHLESS

Cathy Tilley, School Business Manager at the school explains why they made the move to cashless: "To save time! We wanted to reduce the need to take cash and cheques to the bank and avoid having money and cheques laying around on desks. We also knew enabling online payments would make it easier for the teachers, as they would no longer have to collect cheques and envelopes full of change, when they could be using that time more effectively in the classroom."

SELECTING A PROVIDER

Cathy outlines the process Thomson House School followed when making a decision: "We wanted to be sure we explored the systems available to us, so we looked at all the major packages on the market, by doing this, we could establish how each of the systems operated and decide which would best suit the requirements of the school."

ParentPay stood out for us for a number of reasons; it was quick and easy for parents to register and required minimal effort from the school. The funds are also settled on a weekly basis, rather than daily, which makes for easier bank reconciliation."

Cathy adds: "Compared to the other packages we looked at, following up with parents to chase money for trips is much quicker and easier for us."

REALISING THE BENEFITS

Cathy explains how collecting payments online has helped their school: "Auditors like the new process as we are not handling cash, so there is no possibility of fraud. We have also found that everyone in the school office has more time, which has now been directed to other more important tasks. In addition to this, ParentPay has made it easy for us to see who has paid and who has a payment outstanding. Another big plus for us is that there is no more banking."

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OBJECTIVE

Save time for office staff and teachers. Make paying easier for parents.

SOLUTION

Introduce online payment system to remove cash from school.

OUTCOMES

No more banking. Easier for staff and parents. More efficient school.



ParentPay is quick and easy for parents to register and required minimal effort from the school.

Cathy Tilley
Thomson House School

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PLEASE CALL 02476 994 870

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ENCOURAGING PARENTS

Cathy explains: "We made the decision not to enable PayPoint, although this option is available to us. We did this to encourage as many parents as possible to activate their accounts and pay online as we intended. Very occasionally, we will take cash, and enter this into ParentPay, but the majority of our parents pay online."

THOMSON HOUSE SCHOOL OFFERS THEIR ADVICE

"Think of all the benefits to the school, as well as the parents" says Cathy. "Most parents prefer to pay online because of the convenience it offers, not having to find the correct change or write a cheque and send this into school in their child's backpack. In turn the school saves time by no longer having to collect, count and bank those funds on a regular basis, and reconciliation is easy. Valuable time is freed up to put to better use on other tasks, and we all wish we had more of that!"



USEFUL TIPS

1. AGREE A CASHLESS STRATEGY WITH SLT AND COMMUNICATE THIS TO ALL STAKEHOLDERS

Your strategy could be something as simple as: From next term we'll be offering and encouraging parents to pay for items online, helping us reduce cash in school. Our aim is to be totally cashless in 5 years. Or your strategy could be more aggressive: All parents must pay online or through PayPoint from next term.

2. HAVE A PLAN THAT CAN DELIVER YOUR STRATEGY

Plan key timescales including an onsite system demonstration, getting sign-off by SLT/Governors, staff training and roll-out. ParentPay advisors can help you with this.

3. RAISE AWARENESS AND INTEREST

Central to your plan should be communication with parents and staff. Keep communication simple and positive. Our advisors can work with you to plan communications to suit your school. Aside from using your website, you could also use letters and emails as well as parent's evenings and events.

4. SPARK ACTION

Consider a promotion to encourage parents to pay online or through PayPoint. Eg: for a specific event or school trip.

5. BE INCLUSIVE AND PROVIDE FOR CASH BASED PAYERS

94% of parents prefer to pay online, but for those who don't or can't, sign-post them to PayPoint. There are over 33,000 local shops offering PayPoint across the UK.

GET STARTED, IT'S SIMPLE

Our experienced advisors are ready to help, they can answer any questions you may have; provide a quote for your school; or give a demonstration of our system. You can even arrange to see us in person; we'll visit your school and show you and your staff how it all works.

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