People Directorate

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Our Ref: GMcK/CM
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To the Parent/Carer of

Dear Parent/Carer

Unique Account Reference Number –

ONLINE SCHOOL PAYMENTS: MONDAY MORNING WITHOUT THE DRAMA

As part of South Ayrshire Council's Go Digital transformation programme we have introduced a new online school payment system – iPayimpact – in our schools across South Ayrshire. The system is now live in your child's school and you have the option to sign-up to the new service.

This exciting development makes it easier than ever for you to pay for your child's school meals, school trips and other school items or activities without the hassle of having to rummage in your purse/wallet/pocket on a Monday morning or worrying about your child taking cash to school.

Instead you can go online – at a time and place to suit you – and sign-up and then top-up your child's account whenever and wherever 24/7, with your debit or credit card, and using your mobile, PC or tablet.

If you do not have access to the internet, free internet access is available in all South Ayrshire libraries.

The new online school payment system is just one way we are working to make access to Council services easier for you through our ambitious Transform South Ayrshire programme.

If you do want to take advantage of this fantastic new service, you need to follow the one-off registration instructions.

Once you are set up, it is easy to manage and monitor your child's account, taking the drama out of Monday mornings!

Register for your account/sign-in

- o   Go to **www.south-ayrshire.gov.uk/no-drama**
- o   Click on 'Access Online School Payments' which takes you to our iPayimpact page to use iPayimpact, you need to be registered with a **mygov.scot myaccount.** Myaccount is a free and secure sign-in service for accessing public services online in Scotland.
- o   Click 'sign in' if you already have an account. If not, click 'register with' mygov.scot and follow the instructions to create the new account, which should be in your name.
- o   You will then receive two emails – one with your unique username and one with a one-time password.

- Use these details to log in, and then change your password to fully activate your account.
- You can then link your child or children to your account using your child's unique account reference number, which is detailed over.
- If you have more than one child at any school using iPayimpact, you can then add them to your account by clicking on 'Link a new child account'. You will receive a separate letter and a unique reference number for each child.
- You are now ready to go digital and pay money into your child's account.

Topping up your account

- Go to **www.south-ayrshire.gov.uk/no-drama**
- Click on 'Access Online School Payments' and then sign in and select the account(s) you want to top-up.
- Select the type of top-up you want to add (all schools will use the system for school meals, but can also use it for school trips and other school items or activities).
- Add items you want to purchase into the basket, ensuring the overall total for all transactions is at least £1.
- Proceed to checkout, which will take you to our payment page where you can enter your debit or credit card details securely.
- Your child's account is now topped-up.

iPayimpact and your personal information – how it will be used
The Council holds personal information about you and your family for the purpose of managing your child's education. The Council uses a secure national database, called SEEMiS, to record this information. An extract of relevant information will be transferred securely from SEEMiS to iPayimpact for the purpose of using the online school payments system and managing school finances.
By signing up to the system, you agree that the following information will be securely transferred: parent name, address, contact details, pupil name, address, date of birth, year group, class, and entitlement to free school meals. A regular refresh has been designed between SEEMiS and iPayimpact to ensure that personal data is kept accurate and up to date. Your personal data will not be used for any other purpose without your permission, unless it is required by law.
Information will be held by iPayimpact for up to 24 months after you last used the system. After this period, it will be removed in accordance with the Council's record retention schedule for reporting.
Further information on how your information is stored and used can be found at www.mygov.scot/privacy and www.ipayimpact.co.uk/IPI/Home/PrivacyStatement.

For further information and answers to a number of frequently asked questions, go to www.south-ayrshire.gov.uk/no-drama. Alternatively, you can contact the school office in the usual way.

The online school payments system is a major step forward in the digital services we offer and I thank you for helping us Transform South Ayrshire.

Yours sincerely

Gail McKellar

Head Teacher