



Wyvern Academy

September 2020

Dear Parent / Carer,

Upgrade to the Online Payment Platform for school meals, school trips and other school purchases

As you may be aware Wyvern Academy is upgrading its cashless system to iPayimpact online. The new system will replace our current online payment platform of Parentmail.

To top up pupil accounts please register with IPayimpact by visiting the website www.ipayimpact.co.uk and confirming the following details :-

- Click on the Register button
- Child Account Ref - **please obtain this by contacting wilkinsonj@wyvernacademy.org**
- Username – **enter a username that you will remember. This will be asked for each time you login to your account**
- Email – **enter a valid email address**
- Confirm Email – **Must be the same email address as entered in the previous box**
- Password – **enter a password (Must be a minimum of 6 characters)**
- Confirm Password – **Must be the same password as entered in the previous box**
- Maths Test – **please insert your answer**
- Agree to Terms – **Please tick this box. You can view the terms as required.**

An email will be sent to your email account. ACTIVATE your account by clicking on the link provided in the email. This will ACTIVATE your account and allow you to Login using the credentials you entered during the registration process.

- LOGIN to your account
 - Update your personal information and save

- Link additional child/ren (**if you have more than one child at this school**)
 - Go to Child Accounts on the menu – your first child will be displayed.
 - Click on the ‘Link a New child Account’ Button
- Enter the Child Account Reference for your other child/ren
- Click Find Account – choose from the list (if displayed)
- Click the Link Account button

MAKE PAYMENT

- Go to the home page and add items you wish to pay for into the basket
- Proceed to Checkout

You will be directed to the Capita payment gateway where you can enter your debit or credit card details securely.

You will receive an email receipt of your payment once it has been authorised.

Should you have any questions on the above, please contact:-

Philip Herd – Catering Manager – herd@wyvernacademy.org

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J C Leader', with a horizontal line underneath.

Mr J C Leader
Headteacher