



HENDON SCHOOL

ParentMail

Parent Mail Info sheet

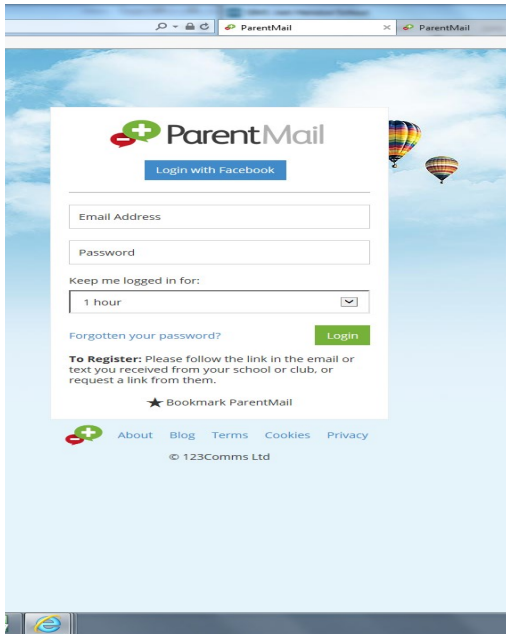


Parentmail is how Hendon School communicates with parents. It is vital that you register your account when sent a text or email with registration details.

We also use Parentmail to receive payments for trips, dinner money, D&T contributions and other relevant payments.

This guide shows you how to access Parentmail, how to make payments, and where to find additional help.

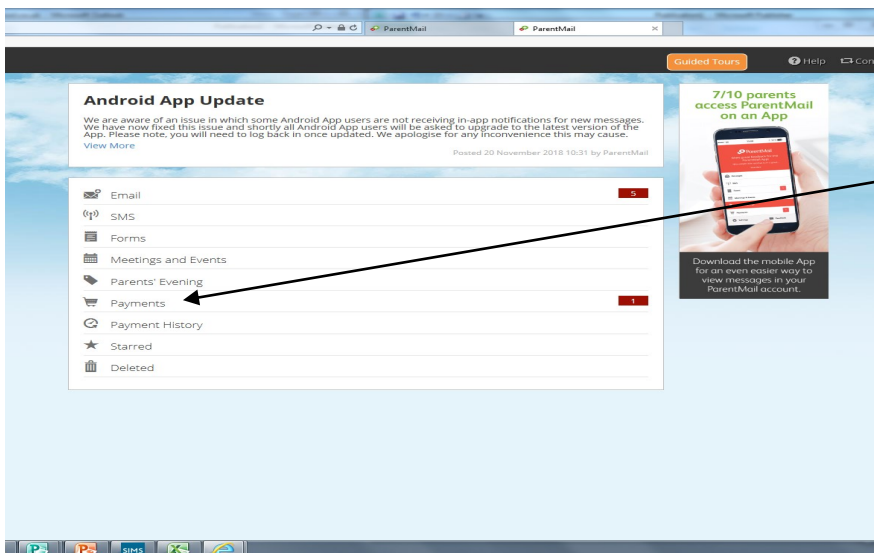
Access Parentmail via this web address: www.parentmail.co.uk and click Log In.



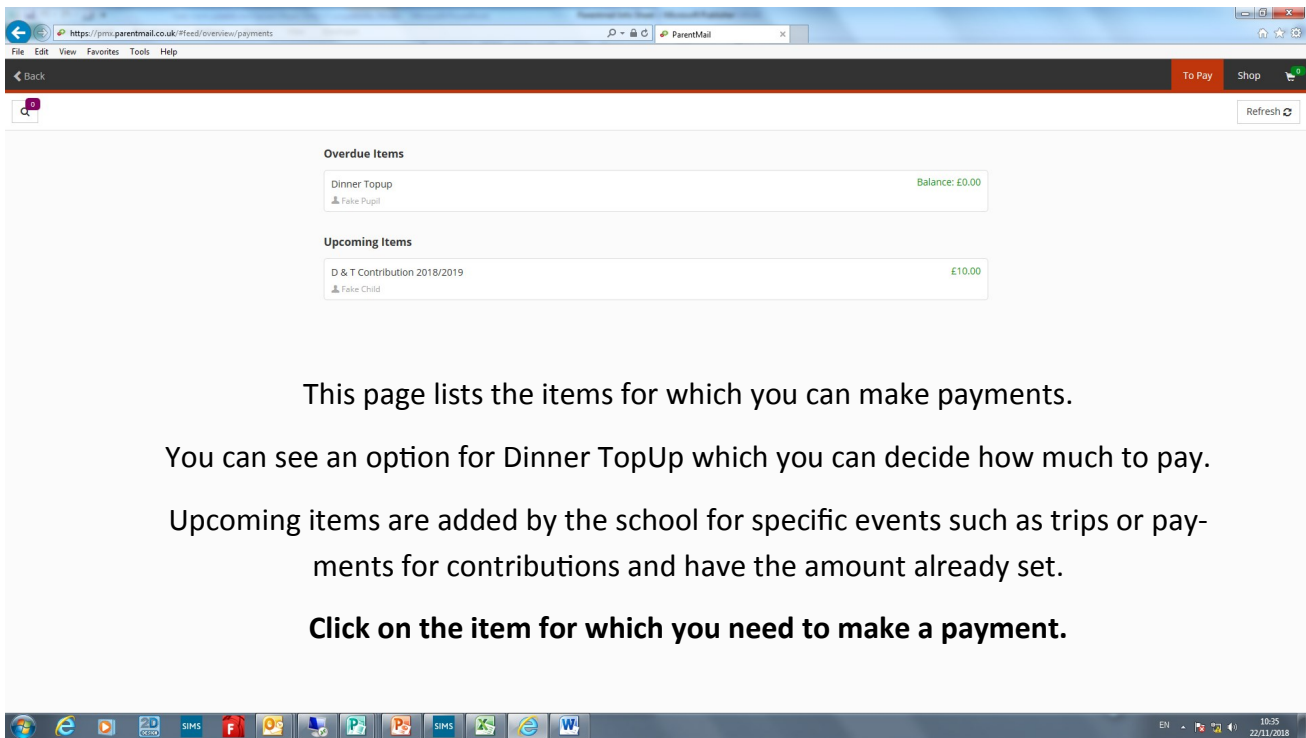
Log into Parentmail with your email address and password you have created.

If you cannot access Parentmail, contact school reception and you will be emailed or text a registration link.

Making a payment



Once logged in, select the **Payments** option.

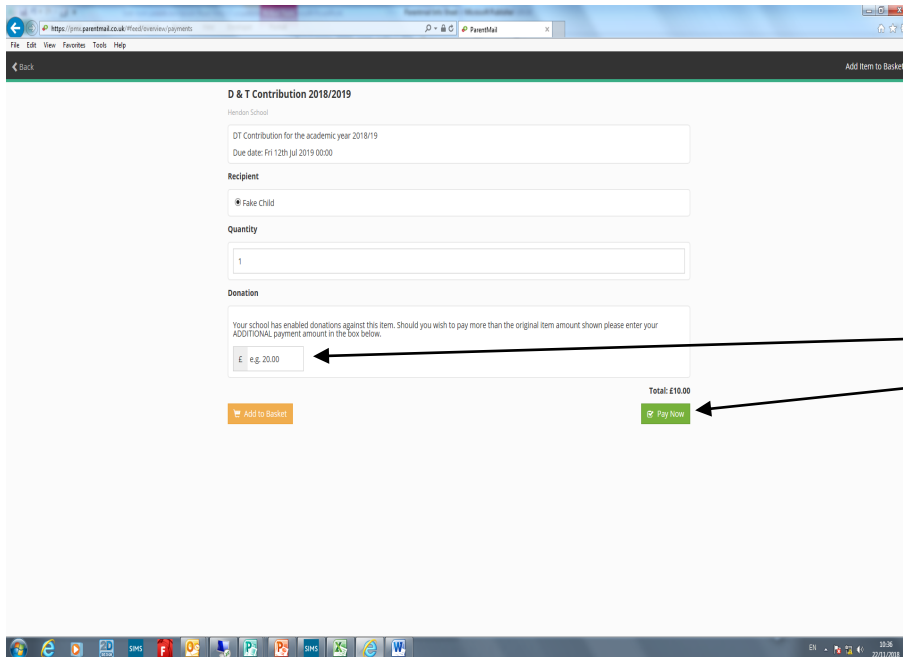


This page lists the items for which you can make payments.

You can see an option for Dinner TopUp which you can decide how much to pay.

Upcoming items are added by the school for specific events such as trips or payments for contributions and have the amount already set.

Click on the item for which you need to make a payment.



Example: D&T Payments

This has been set by the school at £10.00, but you have an option to add a voluntary contribution to this if you wish. If you do wish to add more, add here, then click Pay now. Or just Pay now to pay the required £10.00.

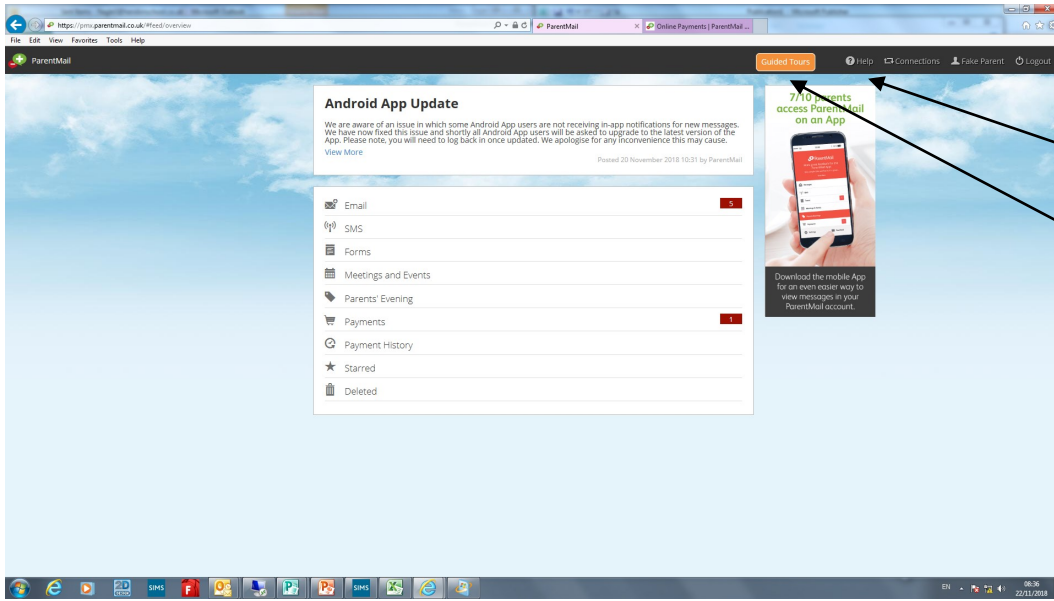
The final screen will be a payment screen where you can enter your bank card details the same way you would with any other internet payment.

Remember—if you cannot log into Parentmail, please contact school reception so that a registration text or email can be sent:

Hendon School - 020 8202 9004.

If updated number important that you inform reception immediately.

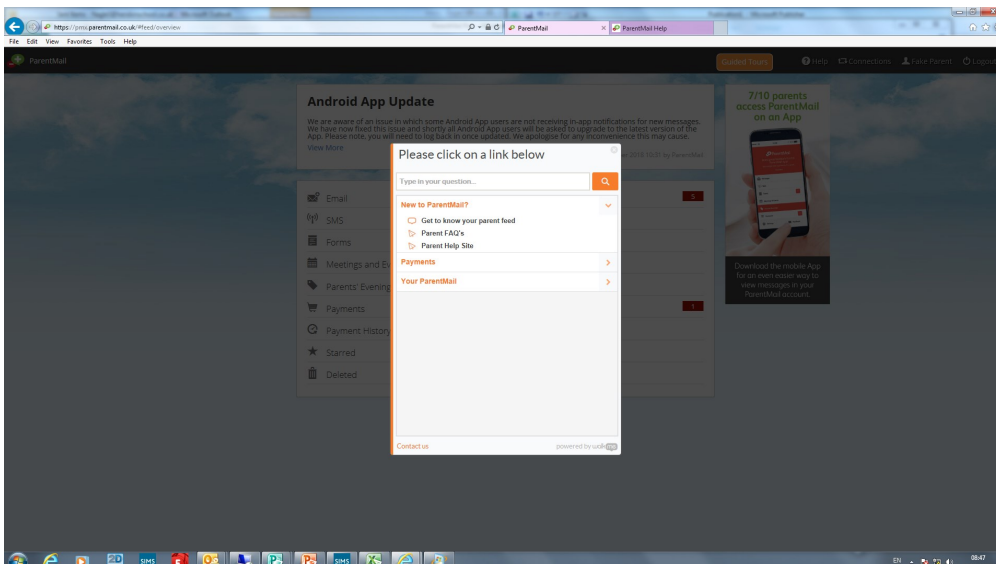
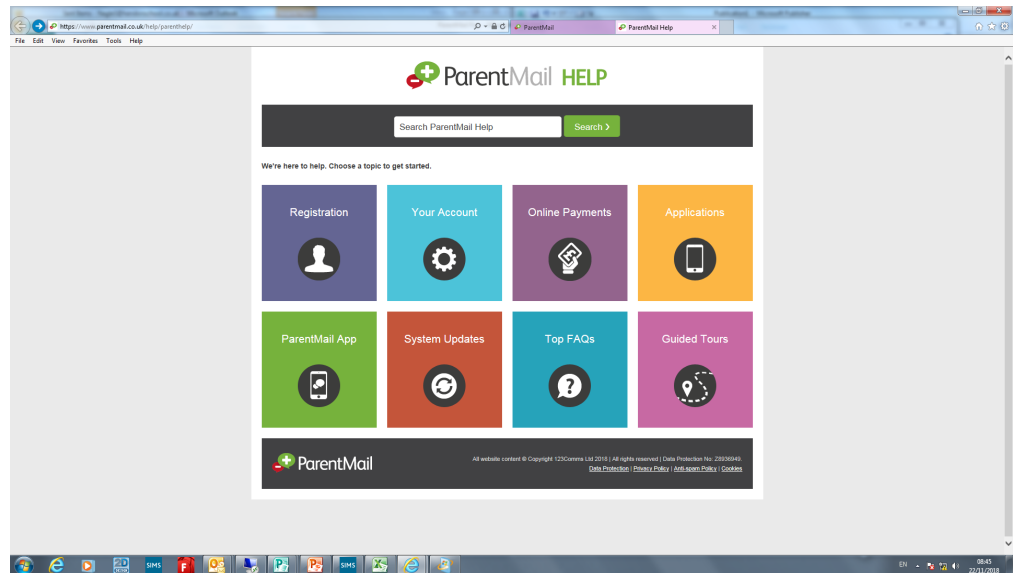
Additional Help



Help and Guided Tours Are located on your home screen when you log in

Help Function

This will help you with all aspects of Parentmail— from registration, to making payments, updating your account and claiming refunds.



Guided Tours

This section will show you guides on how to make the most of your Parentmail account.