

Urmston Grammar School

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6 October 2023

Dear Parents and Carers,

Did you know that you can set alerts on your Parentpay account? There are two types of alerts that are very handy and are easy to set up. To set these alerts up you need to sign into your account and follow these simple steps:

Balance alerts:-

1. Navigate to Communications from the top of the page
2. Select alert settings from the side menu
3. Balance alerts —you can set the alert to any balance you prefer; a suggestion would be £2.50
4. Tick the email alert box for all relevant children and once the balance reaches the threshold you have set, you will receive an email to top up your account.

New item alert:-

1. From the same page, tick the email alert box and when anything is added to your child's account, you will automatically receive an email alert.

Please note: Text message alerts can only be received if you have credit in your text message balance. Charges for text alerts are deducted from the text message balance each time a text is sent. Texts are charged at 6p each. **There is no charge for email alerts.**

I hope you find these alerts useful and easy to set up. If you have any issues, please do not hesitate to contact me:

jgriffin@urmstongrammar.org.uk .

The alerts should help in ensuring that you are aware of meal fund balances and of any trips or equipment that are ready for payment.

Yours faithfully,

Joanne Griffin

Finance Assistant

**Urmston Grammar School - Headteacher: Mrs R S Wall pride,
participation, empathy**