

17<sup>th</sup> Oct. 2020

Dear Parent/Guardian,

Our school is delighted to announce that we are rolling out the Aladdin ePayment system to parents/guardians of children in our school.

Our school uses the Aladdin software service for administrative purposes and the ePayment system will give you access from an internet browser on your computer, phone or tablet to make secure payments to the school using your credit or debit card. The purpose of the ePayment system is to facilitate the easier payment of school money collections for parent/guardians and to reduce the amount of cash and cheques being sent into our school in line with recent central bank directives.

Aladdin uses state of the art security to safeguard information entered by you and the school and data is stored and processed in strict compliance with Irish data protection laws.

Going forward, when money is due for any school activity that is relevant to your children, you will **receive a text/email message** containing your **payment access link**. Please do not forward this text/email or share this access link as this link is unique for your family only. The link will bring you to a parent payment page which will contain all payments requested for all siblings in a family. There is only one link per family ensuring you have the option to pay all amounts due for all your children in one transaction. Once you have completed your payment, you will be issued with a reference number. You will also receive an email receipt which will contain details of the transaction and reference number. Please quote this reference number in any queries you may have as regards this payment with the school.

Should it be the case that you do not wish your email address or phone number to be used to receive details relating to payment access links and new payment requests, please let us know.

We hope that you will find the Aladdin ePayments facility useful and that it is a very successful system for all. We will welcome any feedback or questions you may have.

Yours sincerely,

Brendan Tynan

(Principal)