

School Online Payment System

We are pleased to let you know that in line with the new cashless catering system Eastlea Community School is moving to an online payments system from Monday 22nd January 2018, which we would encourage you to use to pay for school meals and other school activities. We hope that you will find paying in this way is much more convenient, as well as reduce the chances of money being lost.

We will be using a system known as 'SIMS Agora' which is very easy-to-use and will offer you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that payments are secure and the highest level of card security is used so that funds will reach the school safely and securely.

Getting started with SIMS Agora online payments

1. To access SIMS Agora you will need a Microsoft account. You can use an existing account if you already have one, or create a new one online – they are free, very easy to setup and you can use any email address and password. To get a Microsoft Account please go to: <https://signup.live.com> and follow the sign up instructions, please have your email address, date of birth and a pen and paper to write down the code you will be sent.

2. Please have your child's unique Agora activation reference to hand; this can be obtained from the school. (If you have more than one child each will have their own reference but once set-up, you will be able to merge accounts).

3. Please login to SIMS Agora from the school website or access www.payyourschool.co.uk

4. Follow the simple online instructions to activate your account, you will receive a confirmation email – once you have clicked the link in the email you will be able to make payments for school items straight away.

Students can also use top up machine in the reception area if they have cash to top their cards with

If you are unsure how to use SIMS Agora, please come to the school reception desk where assistance will be provided.