14th January 2021

Dear Parents/Guardians,

**The Penglais 2021 Calendar is on sale now!**

The calendar includes amazing photographs taken by Penglais students and the money raised from purchases will go towards funding for outdoor seating around the school and the local charity MIND Aberystwyth. The calendar is £2.50.

Students have requested outdoor seating for some time and it has now become a necessity, as pupils have to be outdoors as much as possible due to the pandemic. The Penglais Student Leadership Team has been working hard to fulfil student’s requests but we need your help!

By purchasing a calendar, you will be contributing to the on-going improvement of facilities in Penglais for current and future students. Not only will you be supporting Penglais School but also the charity MIND Aberystwyth, a mental health charity working with people across Ceredigion during a time where mental health support is needed more than ever.

**Payment and delivery**

The calendar is £2.50. You will need to order and pay for this through your Parent Pay account (see below). Once ordered, the calendar will be delivered to you by post.

We look forward to your orders!

**Parent Pay**

We have now moved to a cash free system called ParentPay. You will need a ParentPay account to order and pay for a calendar. To access ParentPay:

1. If you have not yet registered for ParentPay, please e-mail Mrs M Williams, Finance Office, on maw@penglais.org.uk to request an activation letter. In this e-mail please add in your child’s name, year group and tutor group.
2. You will then be sent an e-mail attachment with a username and password to activate your ParentPay account. When you first log in you will be asked to provide an e-mail address and re-set your username and password.
3. You will need to be provided with a username and password for each child you have in school.
4. If you have more than one child in school, either in this school or another school in Ceredigion (for example Primary School) you will be able to manage these within your one ParentPay account.
5. Once activated, you will be able to view your child’s balance, make payments, and view transaction history at any time.

Please note that ParentPay is not the same as Parentmail – you may already be registered for Parentmail, but if you have not activated a ParentPay account you will not be able to make and view payments. Information on the ParentPay system can also be found on www.parentpay.com.

On behalf of the Student Leadership Team we would like to thank you all for your continued support and wish you the best for 2021.

Yours faithfully,

Ronan McKeogh and Charlotte Richmond

Head Boy and Head Girl