

Roe Green Junior School
Princes Avenue, Kingsbury, London, NW9 9JL
Interim Headteacher – Miss Angela Harvey

Tel: 020 8204 5221 | **Email:** admin@rgjs.brent.sch.uk
Website: www.rgjs.brent.sch.uk



School Money User Guide

Dear Parents/Carers Most communication with parents will be through school ping, therefore, if you do not already have access to school ping, kindly ensure that you have downloaded the app and are able to log in. If not, please get in touch with the school to set this up. We would like to recommend that you have notifications switched on for this app. This will ensure that you do not miss any communication from the school.

School Money payments.

As communicated previously with all parents, we are now a cashless school. This means that you are required to make all payments online. We DO NOT accept cash payments in school.

Here is a reminder of what app to download

Please follow the below instructions.

1. Please download the teacher-to-parent app from your Appstore.
2. After you have downloaded the app enter your phone number to register. You will receive a verification code, enter this to be able to log into your child's account.
3. Once logged in you should be able to purchase stationery, planners etc. and make payments.

You will also receive a notification for when you need to make payment for your child's school trips.

Planners have been given to all children in their classes. Please ensure that you pay for their planner via the shop items within the app.

Add the items you need to pay for into the basket and follow the instructions to complete payment.

If you have any queries, please contact the Junior School office.

If you have not already paid for your child's planner, kindly do so as soon as possible. You will find this in the shop within the app (see instructions below).



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Silver level accreditation 2019

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Once logged into the app click on the three lines at the top left corner and select shop, add items you would like to pay for to your basket by clicking on +. Then go to the basket and make payment.

All shop items purchased online, will be handed out to the children on Mondays. If you have paid for stationery during the week, please wait till following Monday before you ask your child whether they have received the items.

Parents/carers who do not have access to internet you can come to the school office and make payment using your credit/debit card.

If you do not have a credit/debit card and can only make cash payments, please contact the school office for a barcode that you can use to make cash payments at your local PayPoint locations.



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