

The page features abstract geometric lines in black and blue. In the top right, a black line descends from the top edge, and a blue line descends from the top edge, crossing the black line. In the bottom left, a black line descends from the left edge, and a blue line descends from the left edge, crossing the black line.

CHECKLIST

TIPS FOR GOING CASHLESS IN SCHOOLS

Tips for going cashless



Agree on a cashless strategy with the Senior Leadership Team (SLT) and communicate this to all stakeholders

For instance, you could say:

In September ALL new parents will be required to pay for all items online. Existing parents are encouraged to pay online or through PayPoint.

OR

From September ALL parents will be required to pay online or through PayPoint.



Have a plan that can deliver your strategy

Central to your plan should be communication with parents and staff. System training should be included, so you can maximise return on your investment.



Raise awareness and interest

Consult with pupils and parents so they know what to expect. Use parent evenings, emails and newsletters to let everyone know when and how they can make cashless payments.



Spark action

Consider a promotion to encourage parents to pay online or through PayPoint e.g. Christmas meals need to be ordered and paid for online; cash payments cannot be accepted for trips in school.



Be inclusive and provide for cash-based payers

Not everyone has a bank card or account, so ensure your solution offers a socially inclusive payment option such as PayPoint, which allows parents to pay the school with cash in over 28,000 local shops across the UK.



Remember alerts and reminders

Providing balance or new payment item updates via SMS and email alerts to parents will help increase uptake and reduce parental debt.

