



*Headteacher:
Miss L Sellars*

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7th October 2019

Dear Parent/Carer

Online Payments

From **Monday 4th November 2019** we will no longer be taking cash payments for trips or swimming in school. All payments will need to be made online or, alternatively, you may pay cash at the payment desk in the Civic Centre.

Your child's 10 digit code is the same as the one used to pay for lunches and tuck. If you are unsure of this number you may contact the school office. Instructions on how to pay online are listed below:

Please follow the steps below to pay online:

- Go directly to the Council website: www.torfaen.gov.uk
- Select whether to enter in English or Welsh
- Select 'Make a Payment'
- From the drop down menu, select 'Penygarn Primary'
- Select the appropriate trip etc
- Enter the 10 digit code for your child
- Enter your child's name
- Enter the amount you wish to pay and then your address and card details in the usual way for internet payments.

Once your payment is confirmed you will be given a unique payment receipt reference giving you reassurance that the transaction has been successful.

Yours sincerely

E Edmunds/L Jones
Acting Headteachers