

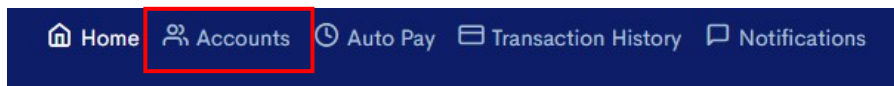


Dear Parents & Carers,

We have recently been contacted by parents asking how they pay for their child's revision guides, school lunches and more recently, Activities Week trips. Please follow these instructions below.

1. Login to your iPay Impact Account. (This can be done via the Quicklinks tab on the school's website)
 - If you don't have a logon or you can't find the email with the setup instructions we sent out, please contact IT Support (helpdesk@elizabethan.notts.sch.uk).

2. Click 'Accounts' on the top bar.



3. Select your child's name by clicking 'select'.

Accounts							
NAME	TYPE	ACTIVE	ESTABLISHMENT NAME	DATE OF BIRTH	YEAR	CLASS	
	Pupils	✓	The Elizabethan Academy				Select

4. Look down the list and click 'pay' on the item you wish to purchase.

If you encounter any problems, then please contact our Office Team – office@elizabethan.notts.sch.uk

Kind Regards,
IT Support Team

Principal: **Mr Tom Crowther** Chair of Governors: **Dr Derek Cheetham**

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