



Our Lady's Grove Primary School

3rd May 2019

Dear Parents / Guardians,

The Easy Payments Plus system is our Online School Payment Facility for payment of school related items and is available on our school website.

EPP is now open for the payment of Junior Infant Class Fees, Allianz 24 Insurance and Voluntary Contribution 2019. The school purchases the Junior Infant textbooks and stationery on your behalf, so no need to purchase any textbooks or stationery.

- Payment for Class Fees must be made by 31/05/2019
- Allianz 24 Hour Personal must be paid by 30/09/2019 (optional)

Please go to our website www.ourladysgrove.ie and click on the top right-hand corner **New Junior Infants** tab for all your information.

How to operate the Electronic Payments System – Easy Payments Plus



You will be required to activate your account by entering your surname and mobile phone number. You will receive an activation code via text message and you should then enter this code along with your email address to activate your account. This code will be sent to the number/email address that you have already provided to the school.

Please note that only one parent can be set up as a payee on the system.

To make a payment

- Select **your Junior Infants 2019/20 Child's name**
- Select **Junior Infants 2019/20 Booklist & Class Fees**
- Select **Allianz 24 Hour Personal Insurance 2019/20 (Optional)**

Follow the instructions on the screen proceed to payment. You will receive a receipt via email for every payment you make. All payments processed using EPP are done using SSL (Secure Socket Layer) technology which ensures the security of the transaction as it is being processed. If you would like assistance just contact Sylvia in the office between 1pm – 4pm on 01 2988 694 or via email at: admin@olgps.ie

The school year will commence for Junior Infants 2019

- August Thursday 29th 1st Day at 10am – Midday
- Friday 30th 2nd Day & for 2 weeks Junior Infants 8.50am - Midday

We will continue to keep you updated in this section on the website www.ourladysgrove.ie

Kind regards,

Anne Kernan