



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Katie Rush, Headteacher, Brookvale High School and Robert Coles, Headteacher, Groby Community College

Telephone: 0116 287 9921 Website: www.brookvalegroby.com

June 2018

Transferring to Year 10: MERGER OF BROOKVALE AND GROBY PARENTPAY ACCOUNTS

As you already have a ParentPay account for Brookvale, you will need to merge this account with the Groby Account we have set up for you. To do this please follow these steps:

1. Log on to you Brookvale ParentPay account
2. Click on the "add a child" tab on your home page
3. Enter the login and password provided – a paper copy with the login details has been issued to each student to bring home for you.

Your account should now be merged and activated, so you can make online payments straight away.

PLEASE NOTE: THIS PROCESS WILL NEED TO BE COMPLETED, WITH FUNDS ADDED BY 1 JULY.

ON 3RD AND 4TH JULY ALL YEAR 9 STUDENTS WILL BE USING THE GROBY CATERING SERVICE SO THEIR ACCOUNTS SHOULD BE READY BY THIS DATE.

Please contact the campus office if you need any assistance or have any queries.

Yours sincerely

Debbie Lee
Student Services Manager