



Dereham Church of England Junior Academy

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Diocese of Norwich
Education and
Academies Trust

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Dear Parent/Guardian,

New “My Ed” App for Year 3, 4 and 5

You will have already seen our previous correspondence regarding the new ‘My Ed’ app, from David Fannon.

My Ed will allow you to send instant messages, view your child’s attendance figures, term dates and school policies etc. and, as of **21st September**, school payments will go live for year groups 4, 5 and 6 for items such as booking school lunches, breakfast club and trip payments etc. Prior to that date, please continue to use ParentPay. ParentPay will no longer be in use from 21st September and you will see that the meal bookings on ParentPay are only open up to Friday, 20th September.

Please note that the new Year 3 parents will be using this system as of the beginning of September. If you have a child starting with us in September and older siblings in other years, it will be necessary to use both systems for the short period to 21st September.

What do I need to do?

If you haven’t already, please go to your app store, search for ‘MyEd’ (without a space between) and follow the instructions once it has been downloaded. The correct app has a blue icon with ‘Ed’ inside a speech bubble and is called My Ed Business. This needs to be done by the Priority One contact that has been given to us for your child, otherwise the email address will not be recognised.

School meals should continue to be booked via ParentPay until 20th September. After this date please switch to using My Ed.

Making a payment

Go to My Students, then to Payments (please note that this link is not yet live), and this will take you to the bookings and payments section.

If you have any questions please don’t hesitate to contact the new payment system provider on 01733 595959 or alternatively contact the school office.

Yours sincerely

Christabel Kiy
Office Manager