



Useful information on using ParentPay

- ◇ **Breakfast Club**
- ◇ **After School Provision**
- ◇ **School Lunches**

AN INTRODUCTION TO OUR ONLINE PAYMENT SERVICE

What does ParentPay do?

- enables you to pay for **school meals, breakfast** and **afterschool clubs** and other items such as **trips** and **residential**.
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login for all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- you will never need miss a payment, or have insufficient credit, with automated email/SMS alerts
- ParentPay is quick and easy to use

How does ParentPay help our school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises
- helps us improve school-home communication with its integrated email/SMS messaging centre

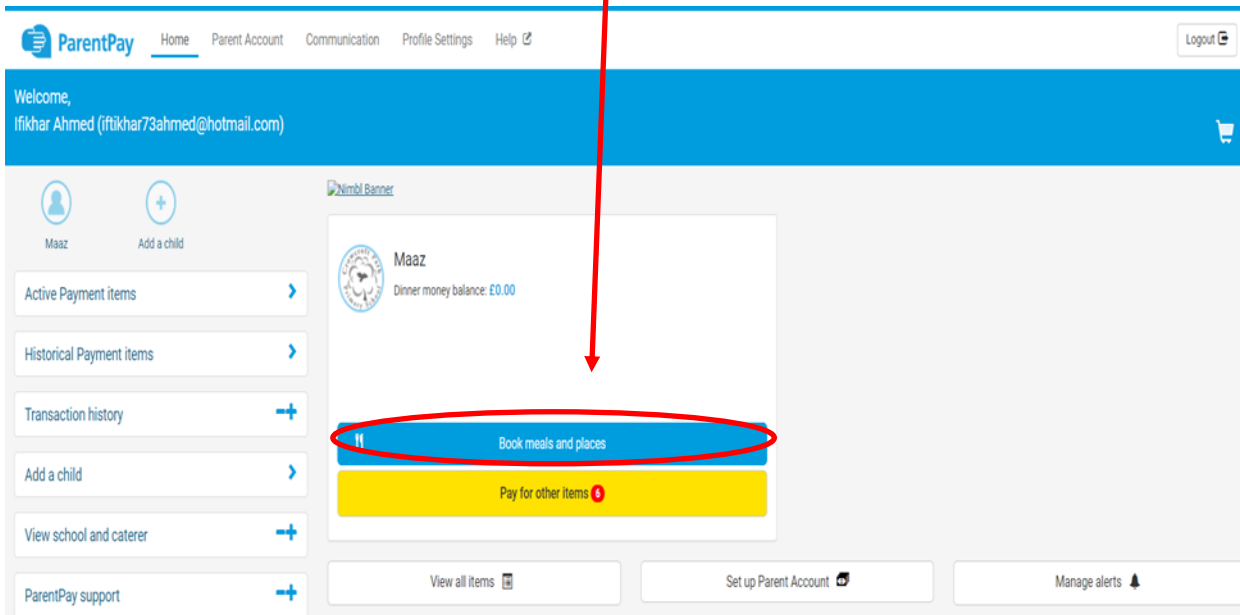
How do I get started?

We will send you an activation letter containing your activation details to enable you to set up your ParentPay account.

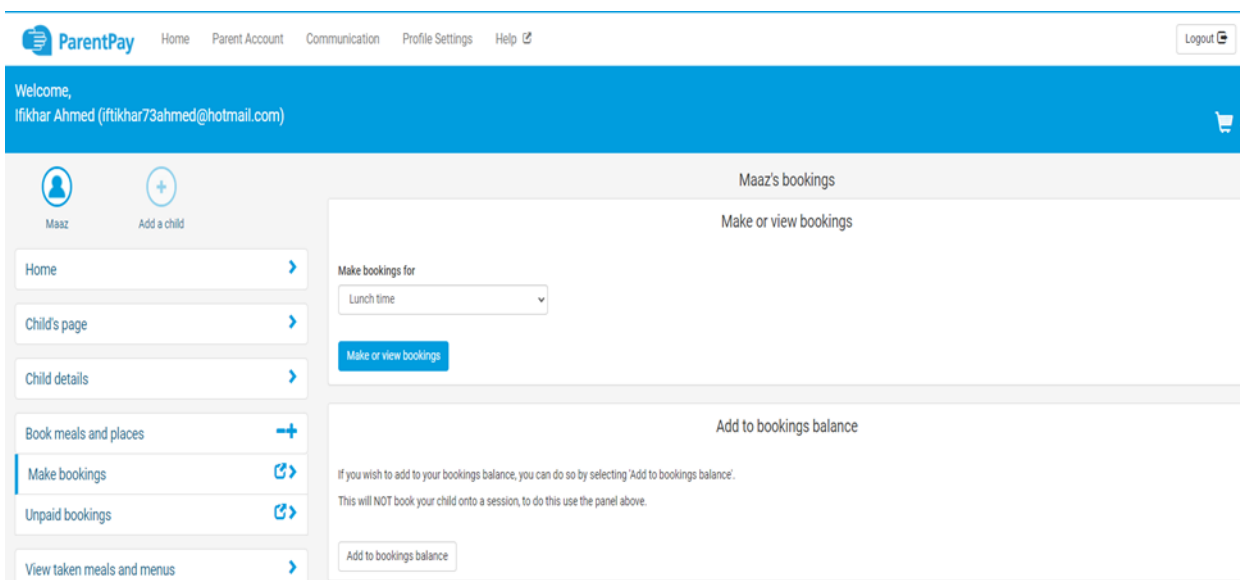
If you have more than one child you can add them to a single account, providing one login for all children at this school

Guide to Ordering Lunches via ParentPay

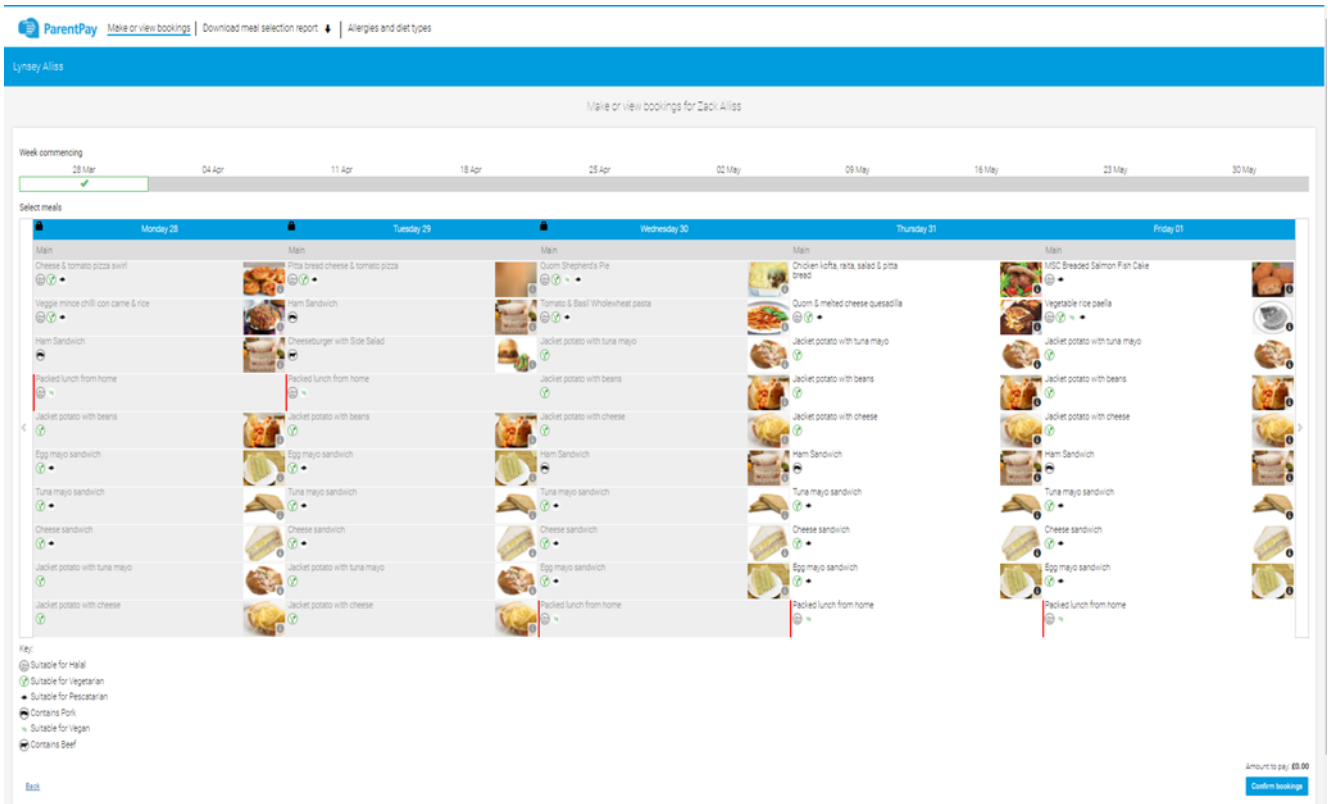
Step 1 – Log on to your ParentPay account. **Click** on the 'Make Meal Bookings' box under the child you would like to book meals for



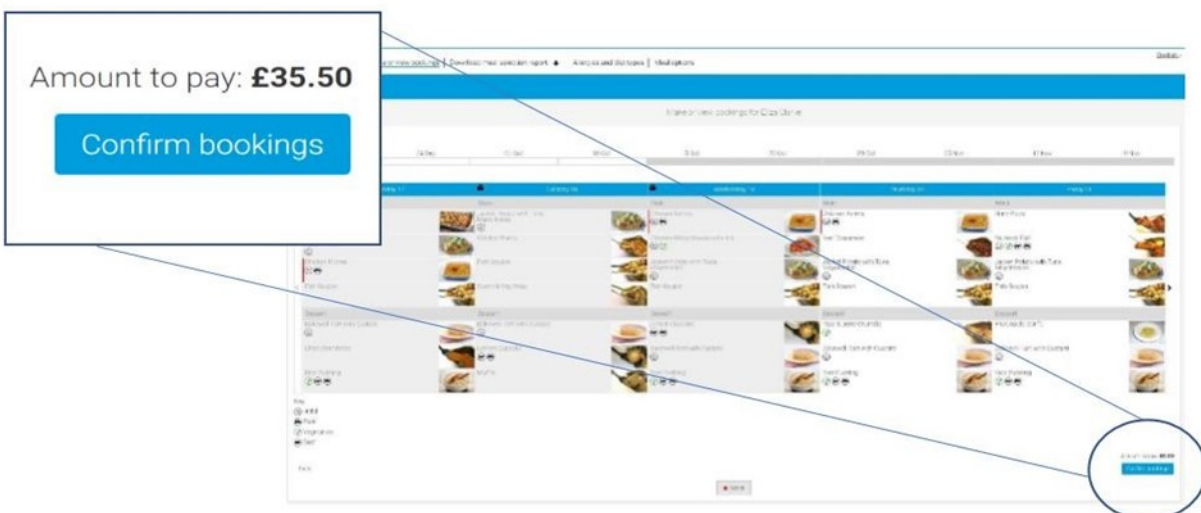
Step 2 – Ensure the drop down box is set to 'Lunchtime'. Click 'Make or View Bookings'



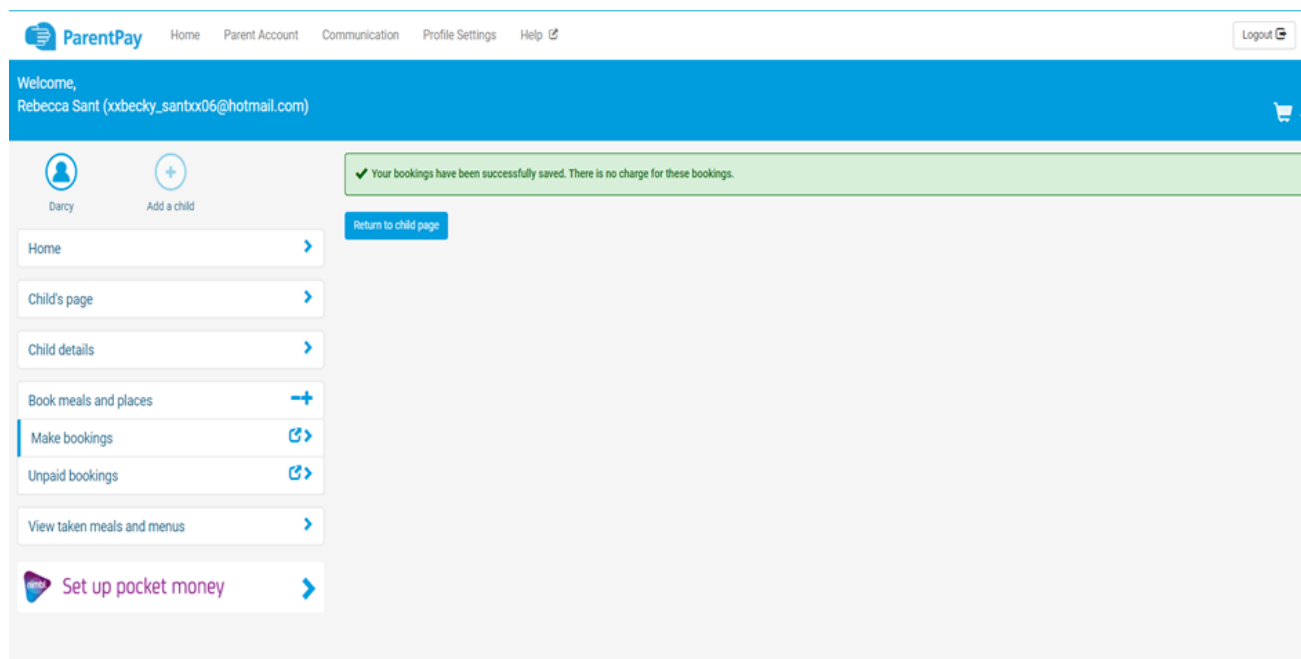
Step 3 – This will take you through to the menu where you can select the meals for your child. You can navigate through the available weeks, to select meals in advance, by clicking on the box under the date.



Step 4 – Once you have made the selections you must click 'Confirm Bookings' in the bottom right corner. If your child is UIFSM or FSM you will still need to follow through to payment screen, however no payment will be taken from your account



Step 5 – You have now confirmed your meal bookings and will see the following screen.



If you would like to view the pre-selections you have made, you will need to go back through Step 1 & 2 to reach the menu screen. You will see an option to 'Download Meal Selection Report', click this option and open the downloaded PDF file. This will show you all selections you have made for your child over the coming weeks. You can print this out and stick it on your fridge to remind yourself/your child what meal choice they are having on each day

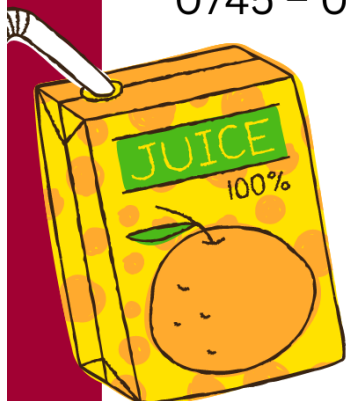
DEADLINE FOR BOOKING LUNCHES IS

8am on the day required.



BREAKFAST CLUB PROVISION

0745 – 0845 Monday to Friday (term time only) at St.
Michael's VA Junior School



Breakfast Club Provision is open to pupils
from St. Michael's VA Junior School
and Clover Hill Infant and Nursery School.


Price includes breakfast (hot and cold options such as
toast, porridge, cereal, fruit and yoghurt) and supervised
activities which include seasonal arts and crafts, pool,
iPads, board games, Lego and football.

Breakfast Club Provision is run by members of staff all
presently employed by the school



Price as of April 2023:

£4.50 a session



**To book a place please log onto
ParentPay by 3pm on the day BEFORE
required and make payment.**



AFTER SCHOOL PROVISION

1515 - 1730 Monday to Friday (term time only)
at St. Michael's VA Junior School.


After School Provision is open to pupils
from St. Michael's VA Junior School
and Clover Hill Infant and Nursery School.

Price includes a snack, drinks and supervised activities
which include seasonal arts and crafts, movies, iPads,
board games, Lego, cookery and Wii games. Outdoor
activities (weather permitting) include rounders and
football.

After School Provision is run by members of staff all
presently employed by the school



**Price as of April 2023:
£9.00 a session**



To book a place please log onto
ParentPay by 10am on the day
required and make payment.

