

PRESTEIGNE PRIMARY SCHOOL

Cashless Payment for School Dinners

All pupils use the cashless catering system to purchase school dinners.

This system incorporates the latest technology and eliminates the need for pupils to bring cheques and cash into the school. The system allows complete privacy for those pupils entitled to Free School Meals and the system will automatically allocate the appropriate accounts with the free school meal amounts.

All Parents and Carers who wish their child(ren) to have school dinners will need to make payments by either of the two options below. New pupils to the school will only be set up on ParentPay once they are on the school register. i.e. the day they start school. If you wish your child to have school dinners please contact the school office and they will organise a ParentPay Activation Letter for you.

Please find enclosed the following information which is also available on the school website:

- **“Frequently Asked Questions”** which will provide you with further information in relation to the new system.
- **Privacy Notice**
- **ParentPay Activation Letter** – You will need to set up an account on ParentPay before your child is able to use the Cashless System. In addition for further information on ParentPay please visit their website <https://www.parentpay.com/>

Making Payments:

There are two options for making payments

Online – A secure online payment service called ParentPay will be available for you to pay for schools meals initially (Paying for trips, visits etc will be available at a later date).

ParentPay offers the freedom to make payments whenever and wherever you like 24 hours a day, 7 days a week, safe in the knowledge that the technology used utilises the highest internet security available.

You will have a secure online account, activated using a unique username and password. If you have more than one child in this school, you can merge their accounts and create one login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date, no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away. Please note the minimum transaction level for making a payment is £2.25. The system is also able to provide you with a report detailing each item of food served, each credit made to the system, for any time period and show a current balance.

Pay Point – For parents / carers who do not have access to the internet or do not wish to top up online you can use any Pay Point facility within the community. To find your nearest Pay Point outlet please visit and enter your postcode <https://paypoint.com/en-gb>. In order to use the Pay Point facility you will need a card which can be ordered through the school office. Should you require a card please order it as soon as possible. Payments via PayPoint will take up to 48 hours to be credited to the appropriate account. This PayPoint card is only used to pay for school meals