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Head Teacher  
Linda Logue

1<sup>st</sup> February, 2018

Dear parents/Carers,

**RE: PARENT PAY**

Thank you to all parents/carers who have now activated their Parent Pay account. If you have not already done this, please do so as a matter of urgency using the information in the activation letter issued to every child on 18<sup>th</sup> January.

Parent Pay allows you to pay for your child's school lunches and breakfast club costs as well as school trips and other school events across the year.

**Breakfast Club and Lunch**

From Friday 2<sup>nd</sup> February you will not be able to top up your child's cafeteria account for breakfast or lunch using the reval machines in the school as there is no longer a facility in the school or in the cafeteria to accept and manage cash.

When you activate your Parent Pay account, the facility to top up for cafeteria covers lunch and breakfast. If your child uses both services, you simply ensure you pay enough funds to cover both.

You can also set up alerts on your Parent Pay account to ensure your balance never goes into a negative. This helps you avoid receiving communications about arrears. If your account does go into arrears for cafeteria payments, you will be sent a text alert.

All current arrears of lunch and breakfast payments are being transferred to Parent Pay accounts. If there was an outstanding arrear for any lunch or breakfast account, it will show up as a negative balance when you activate the account. All lunch and breakfast arrears can now be paid via your Parent Pay account.

**School Trips, Discos and Events**

You will need to use Parent Pay to pay for all other school related costs such as discos, trips and other events. When an event is organised it will appear on Parent pay for your child's class allowing you to make payment. It is therefore essential that all families have an account. For any parent/carer not wishing to make on-line payment a Pay Point bar code can be generated by the school office which you then take to a local pay Point facility.

The minimum payment you can make for any event or lunch and breakfast is £1

While there are still some IT issues being resolved to allow staff in our café to see children's balances, this does not affect the operation of Parent pay. Staff will not discuss balances etc with children and we trust that you will monitor your account to ensure enough funds for breakfast and lunch.

Thank you very much for your help with this new initiative

Yours sincerely,

**LINDA LOGUE**  
**HEAD TEACHER**