



1st September 2020

Dear Parent/Carer

INTRODUCING PARENTPAY, FOR BOOKINGS AND PAYMENTS

I am writing to introduce Parentpay, our bookings and payments system, for dinners, trips, clubs and more. You will be sent your Login at the start of term; please take some time to log in to the website, set your password and familiarise yourself with the system, as you will be using it for the following:

School dinners – to book a cooked meal each day (no charge). The cut-off time for booking a meal is 8.30am on the day of the meal. You may find it convenient to book a week or two at a time. Bookings can be cancelled, upto 8.30am on the day of the meal. Please remember to cancel meals if your child is ill.

Breakfast club – to book and pay online (£4.50 per session, 7.45am – 8.45am). This can be booked at any time, no cut-off.

Afterschool club – to book and pay online (£3 for first session 3.15pm-4.15pm, £5 for both sessions, 3.15pm-5.15pm). The cut-off time for booking AfterSchool Club is 12 noon on the day of the session.

Trips/Events– any trips/events with requests for contribution will be added in advance of taking place

Please note that bookings for clubs requiring payment will expire after 2 hours of booking if payment is not made.

In an emergency, you can always contact the school office, who will make a manual adjustment to accommodate these situations.

I have attached further guidance about making bookings on the system. If you have any problems with logging in, or making bookings or payments, please contact me via the school office.

Yours sincerely

Vanessa Lingley

Business Manager

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