

**North Primary School and Nursery**  
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Dear Parent

### **An easier way for you to make school payments**

As you may be aware, we are introducing electronic payments for parents this term and will be using +Pay on ParentMail – an online payment service which allows you to pay for school items quickly and easily on your smartphone, tablet or computer.

This will allow parents to pay electronically, using credit or debit cards as well as PayPal and PayPoint. If you have an Android or Apple smartphone, we would highly recommend you download the free ParentMail App so that you can make easy, online payments on the go. To do this, simply search for “ParentMail” in your App store.

Initially this will be set up with effect from Monday 24<sup>th</sup> February for the following:

- School dinners for children in Key Stage 2 who pay for meals.
- Sunrise and sunset club invoices.
- Instalments for Year 5 children for the trip to Weymouth in September 2020.

Payments for further items will be phased in over the forthcoming months as the school moves towards a cashless system.

To prepare for this parents will need to do the following:

- Check that you are able to access Parentmail and that all of your details are up to date. If they are not correct, please update them and inform the school office.
- If you are not registered for Parentmail, please contact the school office and register before half term, as you will need this to access the payment system.
- Download the Parentmail App (see instructions above).
- Read the attached instructions on how to top up your child’s dinner money.
- Please ensure that any outstanding payments you have for dinners or invoices are up to date by Monday 10<sup>th</sup> February.



**Paying for school dinners**

It will be possible to make electronic payments for dinners with effect from week commencing 24<sup>th</sup> February. Parents can top up their child(ren)'s accounts with whatever amount you wish – either for a week, month or other period of time or choose an amount to cover the dinners your child is expected to have.

Registers will be taken in class each day to check whether children are having school dinners or packed lunch. You will receive reminders when your balance is low and will need to top-up your payments.

**Children in Reception, Year 1 or Year 2 and children who receive free school meals**

There is no need to use the system to book meals. You may receive reminders that your balance is zero, but these can be ignored.

Please ensure that you take the action listed to prepare for electronic payments, as this will be rolled out for other items that you may wish to book and pay for in the near future.

**Sunrise and Sunset Clubs**

Parents using this service will be informed separately, when their payments are ready to be made electronically.

If you need any additional information or assistance, please use the help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/) or speak to the staff in the school office.

Yours sincerely

Alan Garnett  
Headteacher