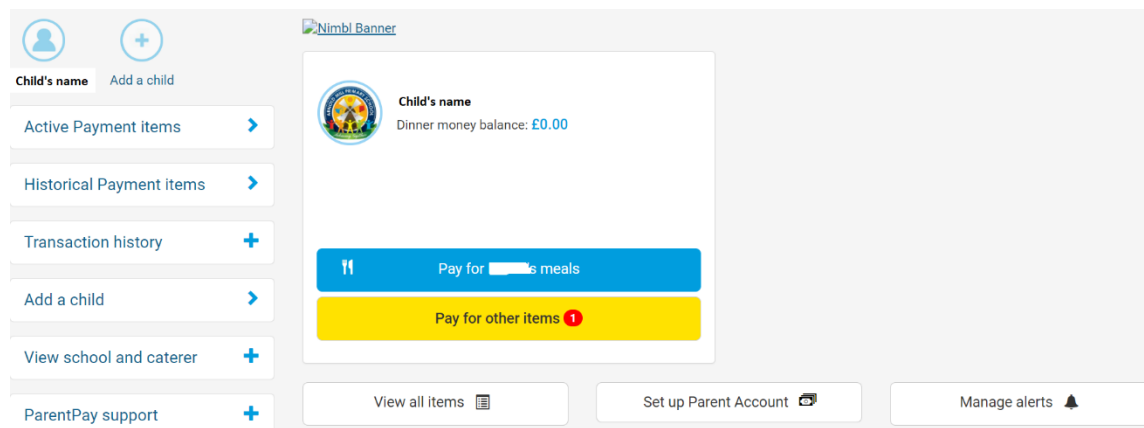


# Instructions to parents for using ParentPay at Arnold Mill Primary School

## Logging in

Follow the instructions in the Activation letter sent via email. If you have not received this or are having trouble, please contact the school office. Once you have set up and activated your ParentPay account you can login at [www.parentpay.com](http://www.parentpay.com). Please note that there is not an app available for this, just a web page. If you have forgotten your login details for any reason, you can click on 'Forgotten your password' and follow the instructions.

Once you have logged in, you will see this screen:



## Paying for things

You can easily pay for School Dinners or other items by clicking on the buttons shown above. If you click on 'Pay for other items' you will see the following screen, with all payment items available to your child:

Child's name	- Breakfast Club	£3.25	View
Balance: £0.00			
Child's name	- School Meals for Arnold Mill Primary School	£2.35	View
Balance: £0.00			
School Meals for Arnold Mill Primary School			
Child's name	- Tuck Shop (Food Items)	£1.00	View
Balance: £0.00			
Child's name	- Tuck Shop (Drinks)	£1.00	View
New	Balance: £0.00		

This shows you what your current balance is for different items. If there is a school trip or activity, this will also appear here. You can then click into the items you wish to pay for, choose a payment amount and add to your basket. Once you have added all items to the basket, just simply checkout.

## **Paying for Tuck Items (applicable from 21<sup>st</sup> February 2022) – we will no longer be accepting cash**

Children may order tuck items on a daily basis in school. If they arrive any later than 9.15am, they will not be able to order it, as the kitchen need to know numbers by this time. If you know your child is going to be late in for any reason but will still want tuck, please let the teacher or office know so that they can order it. Children will be limited to a maximum of 1 food item and 1 drink per day from the following choices:

### **Food**

Cheesy Muffin	40p
Crumpet	40p
Jammy Muffin	30p
Tea Cake	30p
Toast	25P

### **Drinks**

Fruit Juice (apple or orange)	50p
Milkshake (strawberry, chocolate or banana)	50p

Children previously paid for tuck items in cash direct to the classroom. Any cash held in the classroom will be returned to parents at the end of the day on Thursday 10<sup>th</sup> February. From Monday 21<sup>st</sup> February tuck will solely be payable using ParentPay and cash will no longer be accepted. There are 2 payment items set up for this: one for 'Tuck (food items)' and one for 'Tuck (drinks)' and children will be allowed to order a maximum of 1 food item and 1 drink each day.

Child's name

 - Tuck Shop (Food Items) 

£1.00

View

Balance: £0.00

Child's name

 - Tuck Shop (Drinks) 

£1.00

View

New

 Balance: £0.00

Tuck should be paid for in advance so please keep your account balances up to date. You could get into a routine of doing this at the beginning of every week. Don't forget that if your child wants both food and drinks, you will need to top up both payment items. If you don't want your child to have tuck at all, or want to restrict them to certain items, please inform the class teacher.


## **Paying for Breakfast Club (no more tokens needed!)**

With this new system, we will no longer be needing to issue tokens for breakfast club, as you will now be able to see your current balance and keep track of it. If you currently have breakfast club tokens, please bring them into the office and we will add the value of these to your ParentPay account. Breakfast club will now have a live register meaning that both you as parents, and the staff in breakfast club can see a child's current balance. Therefore, you can now just pay online and turn up! Please remember that breakfast club should be paid for in advance and you will be challenged if you try to drop a child off without paying.

## **Payment Reminders**

You can set up payment reminders for yourself. From the 'Home' page click on 'Manage Alerts'. You can then set a Threshold for each Payment item. Click in the Email box and you should receive an email whenever you reach the threshold, reminding you to top up. Be aware that if you click on the

Text’ option, you will be charged for the text alert.

Balance alerts 

Payment item	Child	Threshold	Email	Text
Breakfast Club	Child's name	<div><div>£</div><div>5.00</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
School Meals for Arnold Mill Primary School	Child's name	<div><div>£</div><div>5.00</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
Tuck Shop (Drinks)	Child's name	<div><div>£</div><div>5.00</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
Tuck Shop (Food Items)	Child's name	<div><div>£</div><div>5.00</div></div>	<input type="checkbox"/>	<input type="checkbox"/>