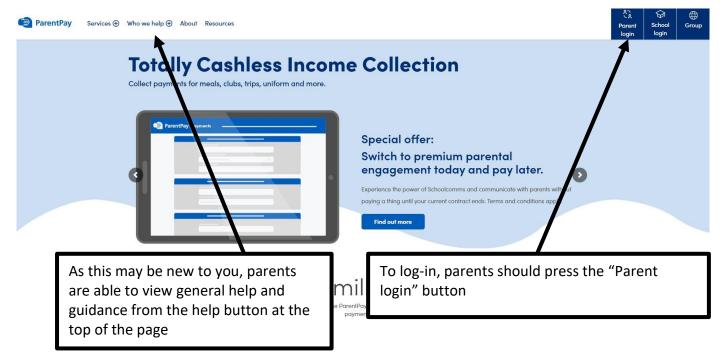
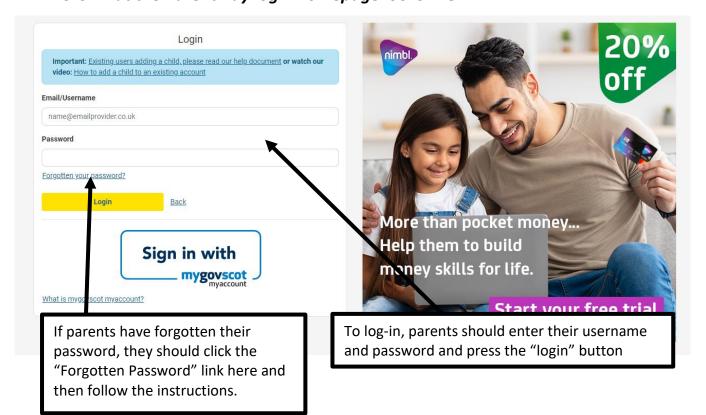
# Parent Pay Help What is Parent Pay?

Parent Pay is a convenient, online system that allows you to pay your child's lunches, music lessons and school trips. Payments are made over the internet and parents will have been provided with login details by letter. Parents should create a username (this should be their email address) and a memorable password so that they can continue using Parent Pay in the future.

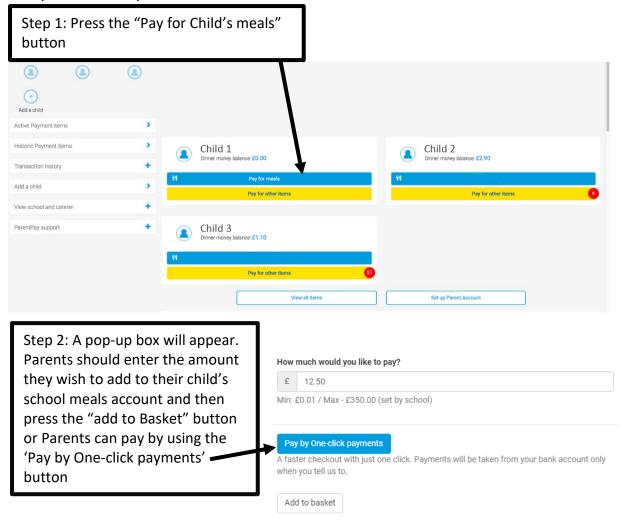


#### This is what the Parent Pay login homepage looks like....

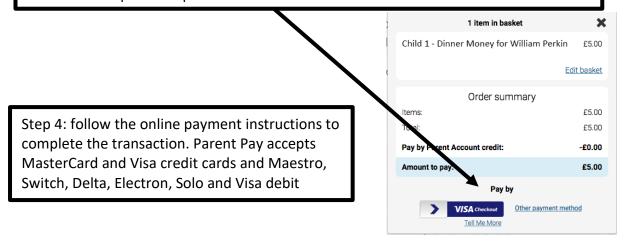


## How do I add funds to my child's lunch money?

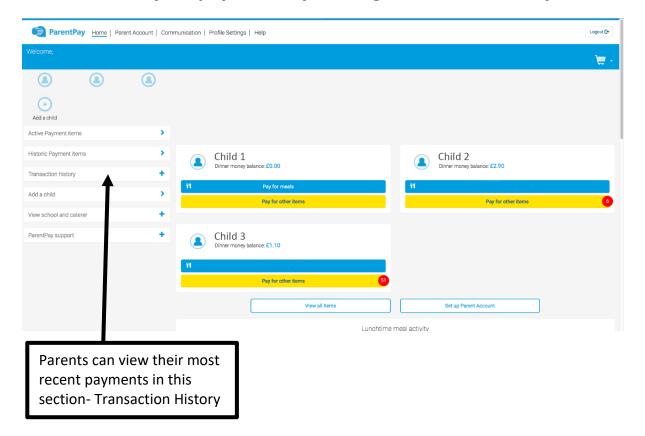
It is easy to top-up your child's lunch money. It is just like internet shopping! The process is explained below:



Step 3: If you choose add the funds to your basket, your money will now appear in your shopping basket. From here you can edit the amount, continue shopping (if you need to pay for music lessons or a school trip at the same time) or press the "Pay by" button to complete the purchase.

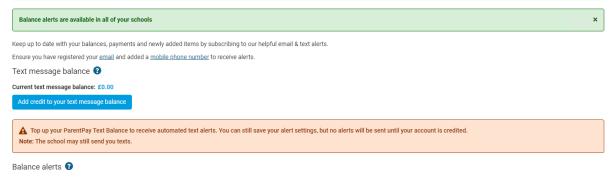


## You can view your payments by clicking transaction history...



# Can I be notified if my child's lunch money balance is low?

Yes, by pressing the "Communication" button towards the top of the main screen, then "Alert settings" parents can set email or text alerts so that they can be reminded to keep their child's lunch money balance always topped up.



#### **Other Frequently Asked Questions**

#### How often should I top up my child's account?

Parents have choice in this matter, but it is recommended that weekly payments of £20-£30 per child are made.

#### How do free school meals work?

Each student who is eligible for free school meals will automatically receive a credit of £2.85 on their account each day. They can use this to purchase a meal main or an item from the hot or cold deli in the café at lunch time only. If you would like your child to purchase additional food and drink at breakfast or break time, you will need to add funds to their account via Parent Pay.

#### What will happen if my child's free school meal entitlement has expired?

It is the parent's responsibility to apply for free school meals. If the school has not received the correct forms, we will be unable to provide a free meal and any meals will have to be paid for.

I have two children at Ealing Fields High School can I top up both accounts at once? You will initially be issued with one login for each child. These can be merged within Parent Pay by using the "Add Child" function. You can then make one payment to top up any number of children.

# What if the student does not have sufficient funds in their account to pay for a school meal?

If students have a balance of zero- they will not be permitted to purchase any food. It is important that accounts are always kept in credit and up to date. Alerts can be set-up in Parent Pay to alert you when your student's lunch account falls below a pre-set balance.

#### More information

Parent Pay - www.parentpay.com