



# Stalmine Primary School

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Head Teacher  
Mr D Smith

14.7.23

Dear Parents & Carers,

We hope that you are now signed up to your ParentPay account. The activation letters with your personal code went out to all parents last week.

Please aim to activate your account before we finish for the Summer break. This gives you a little bit of time then to pop into school where we can offer any support to help you log in to ParentPay and demonstrate how to make the bookings you will need to make.

If you do need a little bit of support with this, please come in during next week and a demonstration can be provided. We will only need 5 minutes of your time. The office staff won't then be available until 4<sup>th</sup> September and meal bookings will need to have been made prior to the first day back.

### Quick guide for bookings:

- Activate your ParentPay account with the code sent to you last week
- Sign in with email/username and password.
- On your home page click on the **(BLUE tab) Book meals** and pay to organise your child's meal choices. (Children on universal or free school meals will not need to pay). **Meal choices will still need to be made if on free school meals.** You have until 8am on the day of the meal choice to book. It is advisable to do this prior and you can block book meal choices for the week/term if you like.
- For Breakfast/After school club **(Starlights)** or other sports clubs on offer there is a **(YELLOW) pay for other items tab**. Click here and you will then be able make your bookings for before and after school provision. You will need to make bookings by midday at the very latest the day before for any clubs.

There will be some **free school sports clubs** available for various ages of children on **Mon, Wed, Thurs** starting on the **18th September**. They will go live on parent pay first week back in September. Again bookings will need to be done through ParentPay even if there is no fee.

Forest school will run as part of the Starlights club on Tuesday each week and this **will start first week back**.

Yours Sincerely,

*Mr Smith*

Headteacher

