

NEWPOOL ROAD
KNYPERSLEY
BIDDULPH
STOKE ON TRENT
ST8 6NN
Tel 01782 297900

Learning Together Learning for Life



Head teacher
Mrs A. Rourke



Thursday 21st December 2012

Dear Parents,

Please find below instructions on how to pay for your child's hot meals from Monday 7th January. Please read through them and contact us on Friday if you have any queries. These details can also be found on the home page of our website under news and events.

Paying Online:

- Log on to ParentPay using your username and password
- Click 'add to basket' next to school meals line
- Add how much money you would like to pay in the box provided (minimum £10.50). In the notes box add what day/days you are paying for
- Click 'checkout'
- Click 'pay securely now'
- Enter your card details please remember no card information is saved on ParentPay
- Click 'make payment'
- When your payment has gone through you will arrive at a screen stating your payment is complete and you will be sent an email confirming your payment.

Paying at Paypoint using a School Meal Payment Card

- Take your card to your nearest paypoint
- Give the cashier your card and your money
- Keep the receipt for your records
- All dinner money must be paid in advance
- Please remember if paying by a paypoint, the payment can take up to 36 hours to be received by the parentpay website
- You will be able to view your payment on the Parentpay website

Many thanks for your support with this matter, we appreciate change can be quite challenging however we anticipate that this system will make dinner payments much more efficient in the long term for us all.

Yours sincerely,

Mrs A. Rourke