



## ParentPay at Bretforton Village School

Tuesday 25th August 2020

Dear Parents,

As you may be aware, we are moving over to a cash-less operation here at Bretforton Village School in order to simplify our financial systems and also to make it easier for parents to book and pay for school meals and after-school club.

You should by now have received an individual login and password by ParentPay by email. If you have not, please email school and we will send the details through again.

If you have more than one child at school, or are already using ParentPay at Blackminster, you only need one login for all your children and can add others electronically.

To be ready for the new term, here is an overview of how the system will work here at Bretforton.

### **School Meals**

Menus will now be available online as part of ParentPay for you to select from at home. We will no longer be issuing weekly menu sheets but you will get the termly overview. Please choose which meals you want your child to have – as before, the deadline for selection is the Thursday before the Monday of each week. If you try to select after this, your selection will not be included in orders for the week.

If your child is in Reception, Year 1 or Year 2, you will not be asked to pay for any meals. The same applies to any child who is in receipt of Free School Meals in older year groups.

If you do pay for school meals, this needs to be done at the time of ordering the meal and if it is not done within 2 hours of making a selection, the request will NOT be processed.

If your child is absent and you have paid for a school meal, it will be automatically carried over to your balance and can be used to pay for a future meal.

### **Week commencing 7th September**

Before the summer break, we sent out menus to all families for the first week back in school. As we have since made the changeover to the electronic system, it would be really helpful if everyone could sign in to ParentPay and register their child's choices using that system.

### **After-school club**

After-school club can also now be booked and paid for using ParentPay. Sessions cost £4 and need to be paid for at the point of booking. You can book for a day electronically up to 2pm. If you need to book a session after that time, please ring the school office. We will raise a payment against your ParentPay account for any late bookings. If you had booked and paid for sessions in March which did not happen, we will credit those to your account; please be patient as this is a new system and refunds may not appear immediately.

As you can imagine, this is quite a step forward for our school and while we have set systems up over the summer, there may be teething problems when we start back in September. Please be

patient and bear in mind this is new to us too. If you have a problem, could we ask that in the first instance, you use [the link here to access ParentPay's online Help page](#).  
If this does not answer your query, please contact the main school office.

We look forward to seeing you in September.

Warm regards

Kevin Riley  
Head of School