

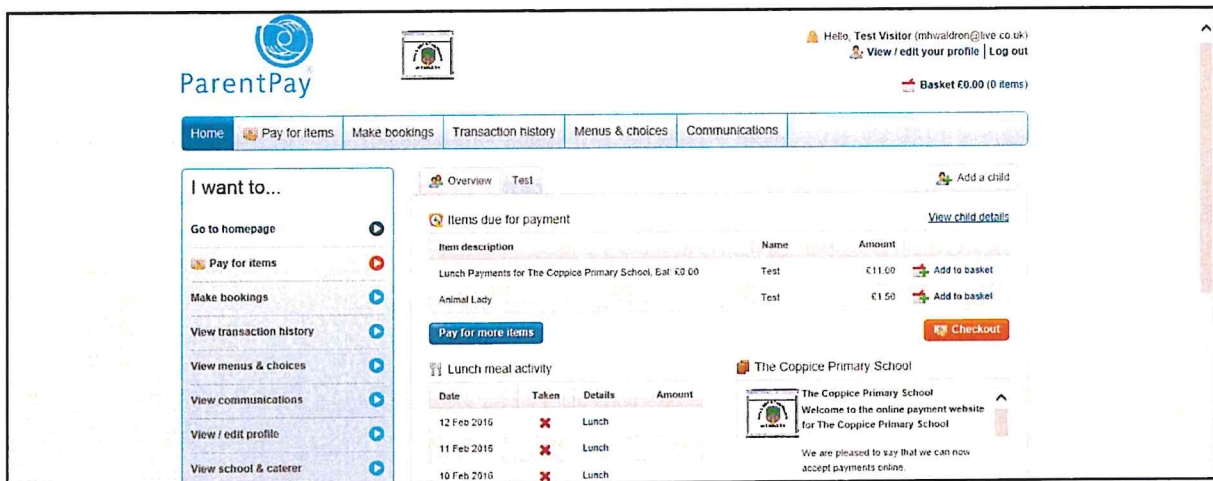
Dear Parent or Guardian.

Below you will find information to support the use of ParentPay. After returning from half-term, the lunch selections for everyday must be made through ParentPay. The previous procedure of the children selecting their lunch during registration will be replaced by the electronic system. Continuing, cash payments will not be possible and therefore money must be uploaded onto ParentPay and the relevant selections made for your child to receive lunch. Regarding children receiving free school meals, selections must still be made on ParentPay, however no monetary transactions will take place because ParentPay acknowledges every child registered to receive free school lunches. **Regardless of whether you pay for lunch or are free school meals, every child must make selections on ParentPay to receive lunch.**

The deadline for submitting selections will be 9.00am the morning of the lunch and likewise to cancel any meals selected you can either remove the selections (information provided below) or contact the Catering Manager, Matthew Waldron, before 9.00am either by telephone on 07718597216 or email pp.coppiceschool@ainp.co.uk. Below, I have provided step-by-step instructions to activate the account, add money onto the account and book meals through the make selections tab.

a) Access ParentPay

1. Google *ParentPay* > 2. Enter Website > 3. Click *Login* > 4. Enter *Username and Password*
(Login information is obtained from the Office at the school for first-time users)
 5. Enter Information to Activate > 6. Enter Security Information (*Optional*)
(To Activate, leave ParentPay and visit personal email to Activate)
- After, revisit ParentPay and login > 7. *Homepage*



Once activated, there are several ways you could make selections and add money to the account. Firstly, I will explain the procedure for adding money to the account.

b) Add Money

1. Click *Basket* > 2. Click *Pay for Items*
3. See *Lunch Payments for The Coppice Primary School*
4. Click *Edit Amount or Add Notes* > 5. Enter Amount and Click *Add to Basket*
6. Click *Checkout* > 7. Click *Pay Securely Now* > 8. Enter Payment Information to Conclude

After adding money, you will need to make bookings. You are able to add any amount of money at any time, however the amount added must be at least £11.00. Below, I have provided information to make bookings.

c) Make Bookings

PLEASE NOTE: When confirming your booking, if the Payment due value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled.

This will in no way affect free school meal bookings as these are always considered as zero cost.

(A)

(B)

| Mon 8 Feb | Tue 9 Feb | Wed 10 Feb | Thu 11 Feb | Fri 12 Feb |
|-----------------------------------|-----------------------------------|-----------------------------------|---|-----------------------------------|
| Macaroni Cheese | Cowboy Casserole | Chicken Korma | Roast Beef w/ Gravy and Yorkshire Pudding | Breaded Salmon |
| Veggie Samosa | Cheesy Vegetable Loaf w/ Gravy | Potato Cakes w/ Homemade Sauce | Veggie Toad in the Hole | Cheese and Tomato Pizza |
| Jacket Potato w/ Various Fillings | Jacket Potato w/ Various Fillings | Jacket Potato w/ Various Fillings | Jacket Potato w/ Various Fillings | Jacket Potato w/ Various Fillings |
| Peas | Cauliflower | Carrots | Mixed Vegetables | Coleslaw |
| Crusty Bread | Broccoli | Rice | New Potatoes | Baked Beans |
| | Mashed Potatoes | Crusty Bread | Crusty Bread | Chips |
| | Crusty Bread | | | Crusty Bread |
| Chocolate and Pear Loaf | Magic Berry Bars | Rhubarb Custard Crunch | Honey Coconut Cookies | St Clément's Sponge |
| Fruit Salad | Fruit Salad | Fruit Salad | Fruit Salad | Fruit Salad |
| Flavoured Yogurt | Flavoured Yogurt | Flavoured Yogurt | Flavoured Yogurt | Flavoured Yogurt |
| | | | | Clear day |

Week: 8th Feb 2016

Show symbols Help Hide info

| | |
|----------------------|-------|
| Bookings added | 1 |
| Bookings cancelled | 0 |
| Cost added today | £2.20 |
| Balance today | 0.00 |
| Cost of all bookings | £2.20 |
| Payment due | £2.20 |

Confirm bookings

Save and select more

Cancel

you will be charged as zero

(B)

(A)

| Mon 8 Feb | Tue 9 Feb | Wed 10 Feb | Thu 11 Feb | Fri 12 Feb |
|-----------------------------------|-----------------------------------|-----------------------------------|---|-----------------------------------|
| Macaroni Cheese | Cowboy Casserole | Chicken Korma | Roast Beef w/ Gravy and Yorkshire Pudding | Breaded Salmon |
| Veggie Samosa | Cheesy Vegetable Loaf w/ Gravy | Potato Cakes w/ Homemade Sauce | Veggie Toad in the Hole | Cheese and Tomato Pizza |
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| Peas | Cauliflower | Carrots | Mixed Vegetables | Coleslaw |
| Crusty Bread | Broccoli | Rice | New Potatoes | Baked Beans |
| | Mashed Potatoes | Crusty Bread | Crusty Bread | Chips |
| | Crusty Bread | | | Crusty Bread |
| Chocolate and Pear Loaf | Magic Berry Bars | Rhubarb Custard Crunch | Honey Coconut Cookies | St Clément's Sponge |
| Fruit Salad | Fruit Salad | Fruit Salad | Fruit Salad | Fruit Salad |
| Flavoured Yogurt | Flavoured Yogurt | Flavoured Yogurt | Flavoured Yogurt | Flavoured Yogurt |
| | | | | Clear day |

Week: 8th Feb 2016

Show symbols Help Hide info

| | |
|----------------------|-------|
| Bookings added | 1 |
| Bookings cancelled | 0 |
| Cost added today | £2.20 |
| Balance today | 17.20 |
| Cost of all bookings | £2.20 |
| Payment due | £0.00 |

Confirm bookings

Save and select more

Cancel

you will be charged as zero

If the account already contains money, no payment will be taken (B) and continuing no money will leave the account until the following day after the meal has been taken. Instructions are provided below.

1. Click *Make Booking* > 2. Select *Name, Booking Type (Lunch-time) and Week Commencing*
3. Click *Make Selections* > 4. Select the Meals > 5. Click *Confirm Booking*

If you do not have money on the account after you have made selections, payment will be required (A). **Again, I will stress the minimum payment amount is £11.00 therefore although the *Payment Due* in the example is £2.20, the basket will read £11.00.** Therefore if your child will likely only require one lunch per week, I suggest you either book five weeks ahead, or you add any amount of money and then book the meal weekly before the 9.00am deadline. Also, if your children are free school meals, Reception to Year 2 or otherwise, you should not be charged. If for any reason you are asked to *Pay Securely Now* after you have made selections, please contact Matthew Waldron. Again, I will stress although children on free school meals do not have to pay, you must make selections to receive lunch. To make bookings and pay thereafter, follow the instructions below.

1. Click *Make Booking* > 2. Select *Name, Booking Type (Lunch-time) and Week Commencing*
3. Click *Make Selections* > 4. Select the Meals > 5. Click *Confirm Booking*

If your children receives free school meals, the booking process will conclude after *Confirm Booking*, however if you are paying, please follow the instructions below.

6. Click *Pay Securely Now* > 7. Enter Payment Information to Conclude

To make the selections you must select one meal, unlimited sides and one dessert.

The *Next* and *Previous* tabs provided above to booking screen allow you to book several weeks ahead. If you want to cancel any meals selected, simply use the *Make Booking* tab, select the week and simply click *Clear Day* to cancel the selections and click *Confirm Bookings* to conclude. **If you wish to cancel the meal after the deadline, please contact Matthew Waldron on the information above.**

Hopefully the information provided above will support the use of ParentPay.