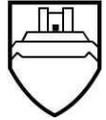




Stratford – Sub – Castle Church of England VC Primary School

Headteacher: Mrs Kay Bridson B.A (Hons) PGCE



Life in all its fullness

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Welcome to Stratford sub Castle Primary School!

We hope your child had a great first day. In their book bag tonight, you will find an envelope. Inside is information about our payment system, ParentPay – **including your unique login**.

We thought it would be helpful to let you know how ParentPay is used in the school. It is a **PAYMENT** system but not a **BOOKING** system.

Early Birds/Night Owls: Load the amount you want on the 'Early Birds/Night Owls' payment type. We will let Mrs Davidson know how much you have paid, for her to add credit to your account. We then set the ParentPay balance back to £0 – Mrs Davidson is your port of call for credit/debit queries and your booking forms. **Early Birds/Night Owls sessions are NOT booked on ParentPay.**

Meals (you don't have to pay until Y3 but info for the future...): Load the amount you want to pay under 'School Meal' payment type, and each day a meal is taken, we let ParentPay know and your balance will have the meal taken off - you can always see your real time balance for meals. **Meals are NOT booked on ParentPay**, they are booked in the classroom each morning.

Trips/ad hoc: Make your payment online, but consent forms come to the office.

Uniform: Please pay online- NOTING SIZE if needed, and Mrs Munt will deliver the item to your child's class and the balance will be set to £0 when goods provided.

Another useful tip to save you time: if you have several items to pay for, or for more than one child (providing you have linked the accounts), add them all to your basket to check out just once rather than several times- a bit like adding a few things to your Amazon basket before checking out rather than making several transactions!

We hope this info helps, but please don't hesitate to contact us if you need any help- we can email user guides or talk you through any queries on the phone.

Kind regards,

School Office

Avril Thornton

Stratford Sub Castle Primary School

Salisbury

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