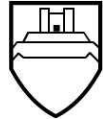




Stratford – Sub – Castle Church of England VC Primary School

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



Life in all its fullness

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Friday 21st December 2018

Dear All

We introduced ParentPay this year to offer families another way to pay for things at school.

As with any new system there have been teething troubles. Thank you for bearing with us as we continue to work it though!

ParentPay is a payment system. You can also pay by cheque or cash.

School meals:

- Money paid on ParentPay will continue to be paid directly to our caterer Sodexo's account.
- Actual meals taken will be added daily to the system using the kitchen's dinner register.
- If cash or cheques are paid to Sodexo, we will add those payments to ParentPay, so the actual balance of meals taken and paid for is accurate.

Meals need to be paid for in advance however payment is made! If meals are not paid for when taken the kitchen will continue to send out a reminders. This is done on a DAILY basis.

Uniform/trips/swimming:

- If you pay for these items on ParentPay you will see a minus figure of the amount you have paid and a note will be made on your ParentPay account saying 'Payment received'.
- A record is kept in the school office for all payments.

Early Birds & Night Owls:

- Mrs Davidson is your point of contact for bookings and balance enquiries.
- If you pay on ParentPay you will see a minus figure of the amount you paid and a note saying 'Payment received'.
- A record is kept in the school office for all payments.

Early Birds/Night Owls need to be paid for in advance, however payment is made! If payments are not received the school office will contact you. This is done on a WEEKLY basis.

If you have any technical issues with ParentPay please contact the school office and we will look into it for you.

We hope this information will help to make payments including ParentPay easier to use and understand! As always if you have any questions please come and talk to us.

Kindest regards,

Mrs Bridson