



Dear Parents/Carers,

I am delighted to inform you that with effect from 31st October 2022, we will be upgrading our use of ParentMail. ParentMail is used by over 6,000 schools across the UK to communicate with 4.5 million parents by email and text message.

To help make improvements to what we currently offer, we will be using ParentMail to make life for parents much more streamlined; with a single account you will continue to receive information, complete forms and make payments, but now you will also book and pay for school lunches and wrap-around care using ParentMail. This is all done through their simple App.

For lunch and wrap-around payments, we will be using +Pay on ParentMail – their online payment service which allows you to pay for school items on your smartphone, tablets or computer. We will inform you about items you need to pay through ParentMail, and you will then be able to pay electronically, with money transferred directly into the school bank account – this is safe and secure. ParentMail doesn't store credit or debit card details and works in the same way as other large retailers who accept online payments.

You will be able to book and pay for lunches up until the Wednesday the week before. Wrap-around will also be able to be booked up until the Wednesday the week before. Payment for both is made on booking (child care vouchers are slightly different and Mrs Brown will be in touch).

If your child is entitled to Free School Meals, you will still need to use ParentMail to book their dinner choice and checkout but there will be no cost attached to it.

How to use:

1. Once you have logged onto Parentmail, click on the 'Accounts' tab on the left hand side of the screen.
2. Click on the 'Dinner Menu' or 'Wrap-around' option
3. Complete the form based on your choices/needs
4. Add to your basket and make the payment

You will also be able to look back on what has been booked through the history option at the bottom of the screen.

Should you need any help, please do ask.

Kind regards,

Alex Blake-Thwaite
Headteacher
