



“Believing is Achieving”

Monday 24th June 2019

Dear parents & carers,

School Dinners & ParentPay

In response to several requests from parents and pupils we are pleased to announce that from September 2019 we can offer your child a daily hot school meal. On Wednesday 3rd July 2019 will be providing a free special taster day for all pupils and staff at Shepwell. Pupils who normally have a packed lunch may choose to have a full school dinner instead of their packed lunch, or can simply taste part of a school dinner alongside their lunch from home.

This is a great opportunity to introduce your child to school dinners. Please encourage your child to take part in this taster day as it is hoped that the initiative may encourage your child to choose school dinners when we return to school in September. We have worked with Chartwells Catering to ensure that they provide your child with a healthy, filling and nutritious meal every school day and there will be a different menu each day and the menu will change every 3 weeks.

Under the government's current Free School Meal policy pupils who qualify for free school meals will receive a free meal for all other pupils the cost is only £2.30 per day/£11.50 per week.

Please note meals need to be booked and paid in advance using the online platform ParentPay (see below).

Introduction to ParentPay

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available. Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date. Once you have activated your account you can make online payments straight away. You can also over the counter at The Post Office and convenience stores that offer PayPoint.

What does ParentPay do?

- Enables you to pay for school meals and other items such as school trips
- Offers a highly secure payment site
- Gives you a history of all the payments you have made
- Allows to create a single account login across all your children that attend a ParentPay school
- Shows you all items available for payment relevant to each of your children
- Emails a receipt of your payment to the email address you register
- Offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

- Gives you the freedom to make payments to school whenever and wherever you like
- Stops you having to write cheques or search for cash to send to school
- Gives you peace of mind that your payment has been made safely and securely
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- Payments for many of the larger trips can be made by instalments up to the due date
- You never need miss a payment or have insufficient credit with automated email/SMS alerts
- ParentPay is quick and easy to use



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How does ParentPay help Shepwell School?

- Reduces the administrative time spent on banking procedures
- Keeps accurate records of payments made to every service for every pupil
- Payments do not bounce
- Reduces paper ‘waste’
- Allows for easy and quick refunds to be made
- Improves communication between the school and parents concerning payments
- Offers a more efficient payment collection process, reducing the amount of money held on school premises
- Helps us improve school-home communication with its integrated email/SMS messaging centre

How do I get started?

We will send you an activation letter containing your activation username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools. It takes only a few minutes to set up and activate your account. You will then be ready to receive emails to your designated email account,

ParentPay will be used by school from September 2019 and this will be the only method of payment to the school. Using ParentPay you will also be able to pre-order your child's school dinner, sign up for trips, pay for school uniform and make any associated payments such as cooking ingredients etc.

If you wish to discuss schools meals or ParentPay please feel free to contact me.

Building work & adjustment to school holiday dates

As you are aware the building extension is well underway and on track to be open in September 2019. In order to avoid disruption at the start of the new term in September I would like to inform you of a slight adjustment to our school holiday dates. We originally planned for school to close for the summer break on Thursday 18th July 2019 however to facilitate preparing the site we will now close for pupils on **Tuesday 16th July 2019** and reopen for pupils on **Thursday 5th September 2019**.

If you have any concerns or questions please feel free to contact me.

Yours sincerely

Stephen Pritchard-Jones

Mr S. Pritchard-Jones
Headteacher