



13th September 2023

Parent Pay - Key Information

Dear Parent/carer,

Over the summer we have been working with our catering company to update our systems and processes regarding school meals.

Please note that as a school, we are completely cashless. We use the biometric system to accurately record, and charge students' Parent Pay accounts for any food/drink items purchased. Without a digital fingerprint it is difficult to process our students quickly at break and lunchtimes and so we urge all parents to provide biometric consent so that students can be served as quickly as possible each day. If you need to update your biometric consent, please click this link: [Biometric Consent Form](#)

To top up dinner money, you will need to log into your Parent Pay account (please note the minimum top up amount is £10.00. If you wish to load a lower amount, this can be done at school by the students using one of our re-val machines. Students will need a digital fingerprint to be able to use the machines). To get your Parent Pay log in please contact the school office.

We have made some changes regarding the top up and spend limits on Parent Pay. The way that you add money onto your child's account has not changed and can still be done online or by giving your child cash to add to the Re-Val machines in school.

The cost of a 'Meal Deal' (Hot meal (excluding pizza and paninis) or a Sandwich and fruit/cookie) is £2.20. Water is provided free of charge and other drinks are available at a cost.

Our students have an automatic spend cap of £4.50 per day on their parent pay account. This will be split between break and lunch. The maximum amount a student will be able to spend at break will be £1.50 and at lunch £3.00

Please ensure that your child's account is topped up with enough funds to allow them to purchase a meal each day, we recommend a weekly amount of £11.00.

Please note that if a student does not have the correct funds for their lunch on their account, the catering company have advised that they will be unable to serve students and so it is essential that you keep your child's account topped up regularly.

A reminder to all families that if you have had a change in circumstances and are now eligible for free school meals, please complete a short application form to check your eligibility, using the following link: [Free School Meal Checker](#)

We thank you for your support with this.

Kind regards,

Nicola Birchall

Business Support Officer