

17th May 2019

Dear Parents/Carer,

Re: Parentpay

Thank you to all those parents/carers who are actively using parentpay for school dinners, early bird club, afterschool clubs and trips. Hopefully you have found it really easy to use and convenient.

We would like to remind you to ensure that funds are available and have been allocated to the correct account. When you put money into Parentpay it sits in your 'Parent account' until you allocate it to the relevant item, i.e. school dinners, early bird club trips etc. This must be done prior to the event, otherwise your account will show as overdrawn (even if you have money in your Parent account).

I hope this now makes more sense, Mrs Vaughan is spending a lot of time chasing payments daily with some parents accruing several days' worth of debt and usually all we need you to do is allocate the money.

We would also like to encourage all parents to book and pay for their child's dinner, using the online booking facility. This would save a lot of time for our kitchen staff because at the moment they are having to do this for all the children in school, every day! To do this all you need to do, once you have allocated the funds to school dinners, is click in the box for the day you would like your child to have a dinner. This then shows as booked on our system. This does not replace the requirement for your child to order their meal in class, they still need to advise their teacher of their dinner choice.

If you need any help with this please do not hesitate to speak to Mrs Vaughan in the office who can go through the process with you.

We hope the children will continue to enjoy our excellent cooked lunches here at Chantry.

Yours sincerely,

Becky Reed
Headteacher