

Thursday 9th February 2017



Dear Parents/Carers

ParentPay

Please can you make sure you log on to your ParentPay account now and register your email address using the username and password given to you in last week's letter. Once on, you will choose a new password and are ready to go.

ParentPay is now all set up and ready for you to start using. It really is very easy to use, but if you have any questions about it, please come in to the office and I will run you through anything you are not sure of. I have also written a step by step guide for ParentPay, on the back of this page.

AfterSchool Club will now be paid for through ParentPay and you **MUST** ensure you pay for this **IN ADVANCE** (except in exceptional circumstances) – if the money is not on your ParentPay account then you will NOT be able to book the AfterSchool Club place for your child. Any outstanding money now for club must be paid for in cash/cheque at the office as soon as possible.

If your child has Music Lessons, you will find the correct termly payment amount on your account to click on and pay.

From now on, there will no longer be any paper copies sent out of dinner menus. We have already ordered dinners for the first week back, but you will need to order dinners for the week beginning 27th February onwards on ParentPay. Dinners for the following week **MUST BE ORDERED BY MIDNIGHT TUESDAY.**

The whole of next term's dinner menu choices are available on ParentPay, so you can now choose the whole term in one go, rather than panicking every Tuesday or Wednesday morning!

Thank you for your patience and help with this matter.

Kind Regards

Mrs S Neale

Administrator

Wygate Park Academy

IF YOU DO NOT HAVE INTERNET ACCESS TO PARENTPAY OR A DEBIT/CREDIT CARD AND YOU REQUIRE A PAYPOINT CARD TO MAKE PAYMENTS AT A PAYPOINT SHOP, PLEASE RETURN THE SLIP BELOW TOMORROW AND I CAN ORDER A PAYPOINT CARD FOR YOU. YOU WILL THEN BE ABLE TO USE YOUR PAYPOINT CARD IN RECEPTION ON THE PARENT PAY COMPUTER

I would like to order a PayPoint Card

Child's Name

Child's Class

Parent Name

ParentPay-Quick Guide

Adding ParentPay Credit

1. Log in, you are on the Home Screen
2. Click on the 'Add ParentPay Credit' button
3. Choose the amount or type in the amount you wish to pay
4. Click 'Pay Now'
5. Enter your debit/credit card details and Confirm

From now on you will only need to enter the last 3 digits of your security code on the back of your card to make future payments.

Music Lessons

1. Home Screen
2. Click on 'Pay for Other Items' (yellow box)
3. Choose the relevant Music Lesson
4. Click 'View Details & Pay'
5. Remove any items/terms you do not wish to pay yet (click dustbin icon under 'Remove' column)
6. Click 'Pay Now'
7. Enter your debit/credit card details or last 3 digits of security code if you have made a payment before

If you have put money on to your ParentPay account unallocated that is to be used to pay for an item, you can click 'Pay by ParentPay Account'

AfterSchool Club

1. Home Screen
2. Click on 'Pay for Other Items' (yellow box)
3. Find AfterSchool Club and click 'View Details & Pay'
4. Enter the amount you wish to pay for the week
5. Click 'Pay by Parent Account' or 'Add to Basket' & 'Pay'

Dinner Menus

1. Click 'Make Meal Bookings' (blue box)
2. Select 'Week Commencing' Date for the Menu
3. Click 'Make or View Bookings'
4. Click on option 1,2,3 or 4 (you do not need to select the pudding for option 1,2 or 4)
5. Scroll down to bottom right of screen and click 'Confirm Bookings'

You can go in to every week of Spring Term 2 and make your choices all in one go.

Dinners are payable for Year 3,4,5 & 6 at £11.50 per week.

You can top your Dinner Menu account up with £11.50 but only use a day here and there, as you choose.