



Knollmead Primary School Parentpay Help Booklet

Parents/carers pay for and order their children's meals through 'Parentpay'. If you require log in details or support please contact the school office.



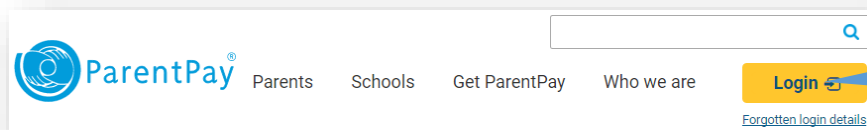
www.parentpay.com

More about Parentpay

Parentpay is a secure payment system that allows you to manage accounts for each of your children, even if they are at different schools, through one secure log in.

How to login

We will provide you with login details for the account. In the first instance this will be issued to just the primary contact for each student.



Enter Login
details
here

Once logged in for the first time you will be asked to...

- Confirm your personal details
- Register an email address
- Choose your new login details

You will then be asked to verify the account via your given email address.

Once all complete your account will be set up.

Merging multiple accounts

1. Click on the **'Add child'** button on the home page
2. Enter the username and password provided in any other activation letter (or existing username / password if already activated)
3. Then click **'Search'**. Your child's name will be listed on screen - click **'Add to my account'**
4. On your homepage, you should now see an additional tab for the child you have added to the account
5. Repeat this process for any other children you wish to add to your account.

All Key Stage 1 and eligible Nursery & Key Stage 2 students receive Free School Meals, as well as students in full time nursery. You do however still need to use Parentpay to order them! See the back page to find out more.

How to pay for and choose meals

In order to choose meals you must first have paid credit into your child's lunch account. This can be done easily online by credit/debit card through the secure checkout or by cash at a 'paypoint' store by presenting a Parentpay meal card (available on request from the school office).

There are two stages to paying for a school meal through parentpay:

1. Add money to your 'Parentpay Account'

2. Make a payment for an item.



Ordering meals.

This must be done by 8.30am each day. If your child is absent you must remove the meal choice by this time, otherwise you will still incur a cost.

1. Log in
2. Click on 'Make meal bookings'
3. Select the week and 'Make or view booking'

Week commencing 17th Apr 2017

| Mon 17 Apr | Tue 18 Apr | Wed 19 Apr | Thu 20 Apr | Fri 21 Apr |
|---------------|--|--|--|--|
| | Chilli Con Carne with Rice Mixed Leaf Salad & Garden Peas V Shortbread, Fresh Yoghurt V Fresh Fruit Platter & Custard V | Roast Chicken & Stuffing with Roast Potatoes Seasonal Vegetables V Strawberry Jelly, Fresh Yoghurt V Fresh Fruit Platter & Custard V | Sausages & Mashed Potato with Onion Gravy Carrots & Sweetcorn V Chocolate Cake or Ice Cream V Fresh Fruit Platter, Custard & Yoghurt V | Fish Fingers with Chips Baked Beans & Garden Peas V Banana Flapjack, Fresh Yoghurt V Fresh Fruit Platter & Custard V |
| | Vegetable bean Chilli with Rice V Mixed Leaf Salad & Garden Peas V Shortbread, Fresh Yoghurt V Fresh Fruit Platter & Custard V | Vegetable Loaf with Roast Potatoes V Seasonal Vegetables V Strawberry Jelly, Fresh Yoghurt V Fresh Fruit Platter & Custard V | Vegetable Sausages & Mashed Potato with Onion Gravy V Carrots & Sweetcorn V Chocolate Cake or Ice Cream V Fresh Fruit Platter, Custard & Yoghurt V | Cheese & Onion Slice with Chips V Baked Beans & Garden Peas V Banana Flapjack, Fresh Yoghurt V Fresh Fruit Platter & Custard V |
| | Pasta with Tomato & Basil Sauce & Grated Cheese V Mixed Leaf Salad & Garden Peas V Shortbread, Fresh Yoghurt V Fresh Fruit Platter & Custard V | Pasta with Tomato Sauce & Grated Cheese V Seasonal Vegetables V Strawberry Jelly, Fresh Yoghurt V Fresh Fruit Platter & Custard V | Jacket Potato with Baked Beans or Grated Cheese V Carrots & Sweetcorn V Chocolate Cake or Ice Cream V Fresh Fruit Platter, Custard & Yoghurt V | Jacket Potato with Tuna Mayonnaise or Grated Cheese Baked Beans & Garden Peas V Banana Flapjack, Fresh Yoghurt V Fresh Fruit Platter & Custard V |

Clear day

Booking summary

| Test 1's Lunch time | |
|----------------------|-------|
| Bookings added | 1 |
| Bookings cancelled | 0 |
| Cost of new bookings | £2.20 |
| Payment due | £2.20 |

Cancel

Confirm bookings

4. Select one meal for each day

5. Click on 'confirm bookings'

6. If required, you will be asked to make a payment for the items.

The menu will follow a three week cycle and will be updated by our new caterers Pabulum Ltd.

www.pabulum-catering.co.uk

pabulummm
HONESTLY GOOD FOOD

Free School Meals at Nursery & Key Stage 2

Free school meals may be provided for your children if you are receiving any of the following benefits:

- income support
- income-based job seeker's allowance
- income-related employment and support allowance
- the guarantee element of state pension credit
- support under part 6 of the Immigration and Asylum Act 1999
- child tax credit (but not working tax credit) and have an annual income of less than £16,190
- working tax credit run-on – paid for four weeks after you stop qualifying for working tax credit
- universal credit
- Nursery aged children eligible for free school meals must be receiving education before and after lunch to be entitled to free school meals.

You can apply using the online form

(http://www.kingston.gov.uk/info/200130/education_schools_and_nurseries/364/form_apply_for_free_school_meals) or by collecting a form from the school office.

Where is my local Paypoint store?

If you do not wish to top up your child's parenpay account online you can do so by requesting a paypoint card from the school office. You can then take it to your nearest paypoint store. Local stores are:

Atkinsons, 18 – 20 Tolworth Rise, KT5 9NN

Quality Stores, 130 Tolworth Broadway, KT6 7HT

Sivas Newsagent, 104 Tolworth Broadway, KT6 7HT

Trios, 430 Ewell Road, KT6 7HE

Co-op, Manor Drive North, KT3 5PN



Need more information about parentpay?

Please contact Ian Bawn ibawn1@coombe.org.uk