

Birchfield Community Primary School
Birchfield Road, Yeovil, Somerset BA21 5RL
Tel: 01935 427609
E-mail: office@birchfieldprimaryschool.co.uk
Website: www.birchfieldprimaryschool.co.uk



Head Teacher: Mr Richard Culham B.Ed Hons

'One school, learning together'

20 March 2019

Dear Parent/Carer

Online Payments to Birchfield Community Primary School with ParentPay

We are pleased to announce that from 19 March 2019 we will be accepting online payments for school meals for w/c 1 April 2019 using a secure service called **ParentPay**. We believe that this will give parents a **more flexible** and **convenient** way to pay for school meals.

We will no longer be accepting cash and cheque payments for School dinner bookings. 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 using your credit or debit card. If you are unable to pay via Debit/Credit card please contact the school office for more information.

For KS1 if you would like your child to have a FSM or UFSM meal Log in to your account. Tick days you would like your child to have school meals. Dinners **must be ordered** by the MONDAY BEFORE THE WEEK YOU WISH TO TAKE THE MEAL. You can make meal changes up to this date but not after. You will not incur any charges. From now on **All FSM or UFSM Meals must be booked on Parent Pay**. You will need to book your child's meal by Monday 25 March 2019 for meals w/c 1 April 2019. If you DO NOT book a FSM or UFSM meal for your child on Parent Pay then we will assume that you will be bringing in a packed lunch. Please note if you have already completed a menu for w/c 1 April 2019 this will be transferred to Parent Pay. Please check Parent Pay to ensure your menu choices are correct. You have until Monday 25 March 2019 to make any changes to your menu choices.

For KS2 if you would like your child to have meal then this will need to be booked on Parent Pay and you will incur a charge of £2.40 per meal booked. Log in to your account. Tick days you would like your child to have school meals. Dinners **must be ordered** by the MONDAY BEFORE THE WEEK YOU WISH TO TAKE THE MEAL. You can make meal changes up to this date but not after. Failure to do this will mean your child will not have a School Meal. You will have 2 hours from checking out to making payment of your meal bookings. You will need to book your child's meal by Monday 25 March 2019 for meals w/c 1 April 2019. For KS2 children on FSM you will need to book your meals as above on Parent Pay but you will not incur any charges. If you DO NOT book a meal for your child on Parent Pay then we will assume that you will be bringing in a packed lunch.



Please note for KS2 if you have already completed a menu and paid for school meals for w/c 1 April 2019 this will be transferred to ParentPay. Please check ParentPay to ensure your menu choices are correct. You have until Monday 25 March 2019 to make any changes to your menu choices. If you are currently in credit with your School Meals then this will be transferred to ParentPay.

It is not currently possible to make payments using child care vouchers within ParentPay. However, we do accept this form of payment, please speak to the school office and we can process the vouchers on your behalf.

Please note if your child is off sick we can credit the meal payment back to you.

If you require 'additional payers' to be set up with their own login in order to make payments, please contact the School Office and we will be able to arrange the second payer setup.

Enclosed with this letter is your UNIQUE ParentPay Account activation code details during w/c 18 March 2019. It details that you will have a secure online account, activated using a **unique** username and password. If you have more than one child at our school or children at other ParentPay schools, **you can create a single account login for all your children.**

If you have children attending Pre-School, please note currently there will be no change to your Pre-School meal booking system.

Over time we hope to switch to trips, and much more, using **ParentPay.**

Please do not hesitate to contact the school office if you have any queries or if you require any assistance with ParentPay

Yours sincerely

A handwritten signature in black ink that reads "Richard Culham". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Richard Culham
Head Teacher