

June 2018

Dear Parent / Carer

School Catering

I am writing to inform you of a significant change taking place relating to the methods available to pay for catering facilities here at Outwood Academy Danum. In order to eliminate the need for your child to bring cash into school, please note that from **1st September 2018**, there will be no facilities within school to accept cash payments for catering facilities. From this date, payments to your child's catering account will only be possible through either the online secure website 'ParentPay', or using cash at local stores where you can see the PayPoint logo.

We strongly advise parents to begin using either of these methods as soon as possible so any problems can be sorted before the cash facilities in school cease to operate.

Method 1 - ParentPay – Online Payment

New to ParentPay?

Each parent has a secure online account which is activated using a unique username and password. Once you have activated your account, you can make online payments to your child's catering account straight away. Parents can also use this online system to check the balance on their child's account and what their child is purchasing.

To activate your account and begin making payments, please visit www.parentpay.com and login using the username and password below:

Username: **Password:**

Already have a ParentPay Account?

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to your existing account and add your other children via the **Add a Child** tab on your home page. You will need the activation codes above to do this.

Method 2 - Paypoint – Cash Payments made at Local Stores

With this payment method, you can still use cash to top up your child's account however this can only be done at your local PayPoint store. Should you wish to pay through this method, we will need to order a PayPoint card for you so please email your request to parentpay@danum.outwood.com stating your child's name.

Store locations where payments can be made can be found by visiting the following website www.paypoint.com

Please be aware that payments via PayPoint can take up to **48 hours** to reach your account so you must ensure you top up in plenty of time for the funds to reach your child's account. Please be aware if you lose your PayPoint card, there will be a £3.00 charge for each and every replacement card issued.

Any amount of money can be paid into a student's account and any money spent will be deducted on a daily basis. If your child's account is not in credit, they will not be able to purchase food or drink so please ensure payments are made in plenty of time.

For those pupils in receipt of Free School Meals, the daily amount will continue to be allocated automatically to your child's account and therefore no action is required. However, if you wish to allow your child to make additional purchases at breakfast or break times, please use one of the above methods to pay sufficient funds onto your child's account.

If you have any problems regarding this matter, please do not hesitate to contact the Finance Office either by phoning the number above or by email parentpay@danum.outwood.com

Yours sincerely



Mrs J Gaunt
Principal