



IMPORTANT INFORMATION: CASHLESS CATERING

Dear Parent / Carer

As you are aware the school has a cashless catering system and I am writing to give you further information about this.

Viewing your child's account online via ParentPay www.parentpay.com

Parents can log onto ParentPay using the unique username and password details below. **This facility is now ready for you to logon and activate your account.** You can use ParentPay to log on and view your child's account and balance whatever payment method you choose.

Username: see personalised letter

Password: see personalised letter

Both the Username and Password are case sensitive and be aware of o (as in orange) and 0 (zero) and l (as in letter) and 1 (the number one).

Once you are logged on you can change your username and password to something you will easily remember. If you have more than one child at the school you can merge their accounts online to one login.

Issuing of Smart Cards to Students

Students will be issued with their smart-card on the morning of their first day. They will only be able to make purchases from the dining hall using their smart-card.

Topping-up your child's account - methods of payment

You are able to top-up your child's account with immediate effect. This must be done before your child's start date in order for your child to purchase food in the dining hall from their first day at Philip Morant.

Headteacher: Scott Holder

Philip Morant School & College, Rembrandt Way, Colchester, Essex, CO3 4QS

Tel: 01206 545222 | Email: theschool@philipmorant.essex.sch.uk

philipmorant.essex.sch.uk

There are two ways in which to top up your child's account:-

1. **ParentPay** – parents can make payments online using their credit or debit card by logging onto the ParentPay website (www.parentpay.co.uk) using their unique username and password. Instructions are enclosed.
2. **PayPoint** – for parents who choose this method of paying by cash at local convenience stores the school will order them a PayPoint payment card on receipt of the reply slip attached. Parents will receive one card per child.

The minimum payment for both methods is £5.00.

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 that account and add your other children via the Add a child tab on your home page. You will need the above activation username and password to do this.

Daily Spend Limit

Students in years 7-11 are automatically allocated with a daily spend limit of £4. If you would like to alter this amount either up or down you can do so by entering this amount on the reply slip.

Free School Meals

If your child is eligible for free school meals an allowance of £2.10 will be credited to your child's account daily. Your child will therefore need to take their card to the dining hall to purchase food. If your child wishes to purchase food on top of the £2.10 allowance this is still possible but you must top-up their account by one of the methods above. If your child does not use the daily allowance of £2.10 this will not carry forward. However, if you have topped-up the account, these funds will remain on the account until they are spent. Please register your child at www.cloudforedu.org.uk/ofsm/ofsm-east to continue receiving free school meals. The link is also available on our website under Information and then Financial Support.

Reply Slip

Please only return the reply slip if you wish to use the PayPoint method of payment (No. 2 above) and/or wish to alter the daily spend limit.

Please see our website to view our menus and prices and information regarding customers with allergies. www.philipmorant.essex.sch.uk/information/catering/.

Yours sincerely

C H Bramwell

Ms C Bramwell
Admissions Manager

Philip Morant School and College

Reply Slip: Cashless Catering

Please only return this reply slip if you wish to use the PayPoint method of payment and/or wish to alter the daily spend limit.

Name of Parents/Carers: Parent / Carer

Name of Student:

1. PayPoint

Please tick if you would like to use the PayPoint method of payment, ie by cash at local convenience stores. (The school will order a PayPoint payment card on receipt of this reply slip.)

I would like to use the PayPoint method of payment.

2. Daily Spend Limit Alteration

If you would like to alter the Daily Spend Limit for your child please insert the amount below,

I would like to alter my child's daily spend limit from £4 to £_____

Signed: _____

Date: _____

(parent/carer)