

July 2021

Dear Parent/Carer

### **Paying for school meals**

At West Derby we use a quick and convenient payment system for school meals, in partnership with ParentPay.

This system gives you the choice of how, when and where you would like to pay for your son's meal.

Some of the benefits to you and your child are as follows:

- allows you to pay for your son's school meals 24 hours a day
- provides a number of convenient methods by which you can pay for school meals including post offices, shops that have PayPoint and via the ParentPay website
- no need to find cash or change
- removes potential for losing or forgetting money
- reduces queuing time
- gives you a peace of mind that your money is being spent on a school meal.

### **How it works...**

All pupils using the system will either have a finger scanned as is already the case with the boys currently in school or a dinner card which we are currently using due to Covid. (Please note a fingerprint is not taken as it is only a finger recognition system which ensures no other pupil can use your account). The dinner cards are scanned at the tills in the canteen which will bring up your son and his form.

As a parent/carers you will need a current email address to set ParentPay up and then be able to top up your account by:

- Using a debit or credit card via ParentPay's website.
- Using cash at any PayPoint or Post Office® outlets.

Contd overleaf

All account information is held on a secure server storing details of individual cash balances, as well as monies spent and loaded onto the account. When your son leaves our school, his information is deleted.

A quick scan of your son's finger / or milfare card at the counter identifies your son's account and processes the payment.

In the first few days of your son starting in September you will receive an activation letter. To set up your account, you will need to provide a current email address. This will be your username and will also be used for verification purposes. Please verify your details using this information via the ParentPay website ([www.parentpay.com](http://www.parentpay.com)) by following the instructions provided. Please remember this will not be set up until September when your son starts with us, he will be able to pay cash until he is on the system.

Could I also remind parents who are entitled to free school meals for their son to telephone Liverpool City Council to inform them your son is starting here in September. The number for this is 0151 233 3006.

Yours faithfully



Mrs S. Graham  
Headteacher