

## **Instructions for ParentPay**

From September, BAM fm Ltd. are introducing a more convenient way to pay for school meals using a secure service called ParentPay.

Once ParentPay goes live parents will no longer be able to pay for school dinners in the school reception. There will be a new machine in the dinner hall which will feature the new finger print system that it is also being introduced. Children will be able to place funds on to their account via this machine.

Parents who wish to use cash to pay for lunches will be issued with a card. This card can be used to top-up in local stores where the PayPoint logo is displayed.

### **Using ParentPay**

Each parent will have a secure online account, which can be activated using a unique username and password. A prompt will ask you to change these, and to keep them safe and secure. 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.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date, no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

Please visit <http://www.parkside.worcs.sch.uk/>. Click on the 'parent' tab then on 'school meals'. You will then be directed to the ParentPay website. You will need to activate your account via the **Account login** area on the home page of this site.

**Username:**

**Password:**

**You should have received a letter with your username and password. If you have not received this, please contact the school office.**

### **Using PayPoint**

Those parents wishing to pay cash should contact the school office to request the option of paying via PayPoint. A plastic card will be issued to you to make cash payments for school meals at local PayPoint stores. The first card is free of charge, however, any lost or damaged cards will be chargeable. Payment cards take about 2 weeks to arrive although BAM fm Ltd. can issue a barcode letter as an interim measure.

Please do not hesitate to contact the school office if you need assistance. We thank you for your support in using ParentPay.