

July 2017

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 at any time
- 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 have a finger scanned as is already the case with the boys currently in school. A fingerprint is not taken as it is a finger recognition system.

As a parent/carers, you will be given an activation letter. You will need a current email address to set this up and then be able to top up your account by:

- Using a debit or credit card via ParentPay's website.
- Using a debit card or 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 at the counter using the biometric fingerprint reader identifies your 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) by following the instructions provided.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'S. Graham'.

Mrs S. Graham
Headteacher