

Dear parent,

### **Cashless catering**

Icknield High School operates a biometric cashless catering online payment system. This system is a more convenient way to pay for school meals, using a secure service called ParentPay. Parents who need to continue making payments by cash may do so using the PayPoint network at local convenience stores.

### **Making secure payments online using your credit or debit card**

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will receive a secure online account, activated using a unique username and password; you will be prompted 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.

### **Already registered and want to add a child to your existing account?**

DO NOT activate a new account, please follow the steps below:

Log in to your existing ParentPay account

Select 'Add a child' on the home page

Enter the username and password (activation codes) from the letter, once you have received it

Your child's name will be listed, select Add to my account

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.

### **Taking cash by PayPoint**

PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. The nearest PayPoint stores to school are Riddy Lane stores, Coop Birdsfoot Lane, A&A food and wine and McColls. (this can take up to 48 hours to process).

If these are not in your area you can go to a store finder at <https://consumer.paypoint.com/>

Please indicate on the consent form if you wish to use the PayPoint facility. A 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 charged at £5 each.

### **Providing your consent/objecting**

In order to be able to use your child's biometric information (thumb print for till access), the written consent of at least one parent is required. You can withdraw consent at a later date, if you change your mind. Please note that any consent or withdrawal of consent must be **in writing** from the parent.

We hope you will support us in achieving our goal to become a cashless school and reduce the potential risk associated with students carrying cash.

For further information on ParentPay please visit [www.parentpay.com](http://www.parentpay.com).

**IMPORTANT NOTE Please now complete the Essential Details and Permissions Form.**

Yours faithfully



**Mr J Noble**  
**Head Teacher**