

## ParentPay and Free School Meals

### ParentPay

We use a cashless system at Sherburn High School called ParentPay, used to pay for school meals, school trips, uniform and equipment.

Before starting with us in September, parents/carers will be emailed **an activation letter for ParentPay** which includes a username and password. If you do not receive an activation letter to log onto ParentPay prior to your child starting with us, please contact the school as soon as possible and we can arrange to send one out to you. **Although you may have access to ParentPay via your child's current Primary School you will still need an activation letter so you can 'add a child' in order for you to pay for the resources and services available at Sherburn High School.**

### School Meals

Money can be paid into your child's school meal account (min £5.00 per transaction) via the ParentPay website, money spent on food will be deducted from the system and parents/carers can check at any time how much money their child has left. ParentPay is also able to provide parents/carers with a report detailing each item of food served to their child, each payment made to the system for any time period and also shows a current balance. We suggest using the 'Balance Alert' which sends a text/email when your child's balance falls below a level you can set. This is a great reminder so that your child's balance never reaches zero.

The school has set a daily 'spend limit' programmed into the system of **£6.50**, this can be increased or decreased for an individual student by emailing [finance@shs.starmat.co.uk](mailto:finance@shs.starmat.co.uk). **Students will not be able to buy food directly at the dinner counters or top-up their school meal account using cash.**

### Free School Meals

The system works exactly the same for all students whether they pay or have a free school meal allowance (currently £2.40). The amount allocated for the free school meal will be entered into the system each day by the software. Any under spend or missed dinner will be cleared by the system at the end of the day and won't be carried forward to the next day.

Should the student require more than £2.40 per day, parents/carers can 'top-up' their child's school meal account via Parentpay. The free school meal allowance can be spent at break and/or lunchtime, but once their allowance of £2.40 has been used any extra food/drinks will be deducted from the balance topped up by parents/carers. Free school meal students will not be identified at the till point.

If you have any queries please do not hesitate to contact the catering or finance staff who will be able to assist you.