



Coddington C. of E. Primary and Nursery School,  
Brownlows Hill, Coddington,  
Near Newark, Notts. NG24 2QA  
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20 March 2017

Dear Parent/Carer,

### **ParentPay**

As you are aware on 1 April 2017 we are transferring to a system called ParentPay and will no longer be accepting cash payments into school. Please see below information on how charging for activities in school will be implemented.

### **Breakfast Club**

The breakfast club will still operate on a pay as you go service and you will only be charged for days your children attend. The cost is £3.00 if your child arrives between 7.30 am and 8.30 am or £1.50 if they arrive after 8.30 am. An attendance register will be taken each morning and the charge will be added to your child's parentpay account daily. To pay for this service you can either pre-load your parentpay account with funds and your account will be debited each time your child attends a breakfast club session or alternatively pay weekly on the Monday for the previous week's attendance. If you currently pay for this service using childcare vouchers, this method of payment is still acceptable and school will use any childcare voucher payments received to clear your breakfast club charges.

### **After School Club**

The Afterschool Club will continue to issue you with an invoice requesting payment within 14 days but instead of handing your payment to the Afterschool Play Leader the amount owing will show on your parentpay account. You will then need to make your payment via parentpay. If you currently pay for this service using childcare vouchers, please continue to do so and school will allocate your payments accordingly.

### **School Meals**

Once you have activated your parentpay account you will be able to set up your bank details and credit your ParentPay account so it is ready to use on launch day. Any balances remaining on your Squid account as at Friday 31 March 2017 will be transferred by the school office to your new parentpay account in readiness for when we return to school after the Easter holidays. Please ensure if your child has school dinners there are always sufficient funds on their account to cover meals taken as overdrafts are not permitted.

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### Music Tuition

If you currently hire an instrument this will be added to your parentpay account at the beginning of each term and we ask that you pay this within **14 days**.

Each term you will be sent an invoice detailing the number of potential lessons and the cost. A weekly music register will be taken when your child attends their music lesson and providing this is not cancelled, your child's attendance will be marked which will generate the weekly fee to be added to your parentpay account. You can pay weekly or termly but we ask that the outstanding balance for that term is paid in full by the end of that term (i.e. the last week of term) and before the new term starts.

### Trips and Activities

You will receive a letter with information regarding the trip or activity advising of the amount due and the deadline. This trip will appear on your parentpay account.

### School Uniform


From 1 April 2017 school uniform will need to be purchased via the on-line school merchandise shop. This can be accessed via a link on the school website in the section 'Parentpay'. Please place your order, pay on-line and the items will be delivered to your child's class as usual on a Thursday once full payment has been received.

We ask that you bear with us during the transition to parentpay.

If you have any queries regarding the above or any other issues relating to parentpay in the meantime, please do not hesitate to contact the school office on 01636 702974.

Thank you for your assistance in this matter.

Yours sincerely,



Mrs T. Caputa  
Headteacher



Silver Award

