



## **Parent Pay Registration**

School 21 is a cashless school. We use ParentPay, a safe and secure way of making payments to the school.

The introduction of ParentPay lessens the need for students to carry money around during the day reducing the risk of money being lost and giving parents/carers peace of mind that monies paid are being used for their required purpose. Cashless payments also help us to be more efficient as administration time is reduced.

## How does the cashless system work?

Each student is issued with a personalised smart-card, free of charge, which can be used to purchase food from the canteen at break and lunchtime using our cashless catering system. The smart-card can also be used to pay for trips, clubs or music tuition.

Parents are able to credit their child's account in one of two ways: (a) via ParentPay, a convenient online method using a credit or debit card or (b) via PayPoint, at local convenience stores displaying the yellow and purple PayPoint sign (a list of local stores are detailed below). Please allow up to 48 hours for your payment to be credited via the PayPoint network. ParentPay holds an electronic record of your payments to view at a later date. For students who are entitled to free school meals, their daily meal allowance is automatically added to their catering account card, but parents/carers still need to activate their ParentPay account.

## Already have a ParentPay account?

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the **Add a child** tab on your home page. You will need the activation username and password below to do this.

## New to ParentPay?

Before you begin to activate your account you will need an active email address – this will be used for account verification and login purposes. Please then follow these steps:

- Go to [www.parentpay.com](http://www.parentpay.com)
- Go to the Account Login box in the top right corner of the screen
- Add in the username and password (activation codes) provided on the letter sent out to you (you will be prompted to change these and to keep them safe and secure as your username and password for future logins)
- On the next screen follow the on-screen instructions to activate your account
- Your account will then be activated

If you have two or more children at school, you only need to activate one account to create your '**main account**' and then add your other children via the **Add a child** tab on your home page. Some Secondary parents registered during our recent Parents' Evening and your account has therefore been activated – you will not need to take any further action apart from topping up your child's account.

Please contact the school office if you need help to activate your account. To assist parents to initially activate their ParentPay account we can provide computer facilities at the school. You can contact the school office on 020 8262 2121 or by email at [info@school21.org.uk](mailto:info@school21.org.uk)