

At King Ethelbert, we run a cashless system for catering, trips, equipment, etc. All payments are to be made via ParentPay, and no cash should be brought into school.

In the rare and extenuating circumstances that cash does have to be brought onto the school site, it should be taken directly to the Finance office, in a named and sealed envelope where a receipt will be given. However, this should only occur when pre-agreed with the Finance team (via form tutors if necessary). No cash/payments of any sort should be handed in anywhere except the Finance office, this includes to Pupil Services.

You will receive a ParentPay activation letter during the latter half of the summer holidays. Please keep this letter safe, it contains your codes for activation. Your account can be activated as soon as you receive the letter.

We have enclosed guidelines on how to set up and pay for items using ParentPay. Please note, if you already have an active account, you should log in and click the 'Add Child' button, using the details specified in your activation letter. If you set up a separate account for an additional child, it is not possible to merge them later.

Once you have logged on for the first time, there will be a few payment items available to you:

- School Meals – as previously indicated, all payments for school meals should be made via ParentPay. There is a minimum top up amount of £5.
- School Ties – your child will receive their school tie on the first day of school in September. This payment should be made before their first day.
- Calculators – again, your child will receive their calculator during their first Maths lesson, only once payment has been received. We offer a considerable saving on these items compared to buying them elsewhere, due to the quantities in which we purchase them.
- Annual Donation for Academic Year – this is a voluntary contribution, and is used to keep other costs (such as those for subsidised school trips) down as much as we are able to.
- KS3 Art and Design Contribution – again, this is a voluntary contribution, and goes towards funding materials, ingredients and other classroom resources in our Art, Design, and Food Tech lessons. These are areas which rely heavily on external materials, etc, and this contribution goes a long way to making these lessons as interactive and fun as possible for your children.

## **MyEd App – Parent Communication**

The school uses a mobile app called MyEd, which we would highly encourage you to download. This app is our preferred method of communication. It's also our best method of 2 way communication, as all messages can be picked up by multiple members of staff and passed on, so your queries can be answered in the most efficient way. The app can be used for the following:

- View your child's attendance
- Report an absence
- Send messages to the school
- View school reports and trackers
- Receive important school information

All of our letters, etc. are initially sent home via the app, or via email. Therefore it is vital that we have your most up to date contact information at all times. Please ensure that you inform us ASAP of any change in mobile telephone number or email address.

## **ID Card**

Your child will receive their ID card on their first day in September. Payments made for school meals link directly to this card, and they can use this card to purchase food in the canteen at all meal times.

Their first card is free, and any replacements will cost £3. If a card is lost and a new one purchased, any money remaining on the old card will transfer to the new one.

We implore you to let your child know how important it is to look after their card. If cards are lost/misplaced, please let the Finance office know as soon as is reasonably possible (the information can be passed to us via Pupil Services or another teacher) – this allows us to cancel that card to avoid the money on it being lost. Cards can be reactivated if found at a later date.

Any new card requests/queries can be dealt with during the first half of lunchtime at Pupil Services.

If you have any queries regarding anything in the above information, or need any help setting up ParentPay, please contact the Finance office in the first instance, using the email address [finance@kingethelbert.kent.sch.uk](mailto:finance@kingethelbert.kent.sch.uk).

The Finance Team