



Dear Parents/Carers,

### **Parentpay**

We write by way of update and can confirm that the installation of our new system Parentpay has so far proved effective. We note however, that there are still a significant number of Parents/Carers not yet signed up to Parentpay. We would ask that you please do so as soon as possible as we are hoping to utilise the website in order to gain the full potential of the system.

### **Next stages**

We are planning to move to the next stage of using Parentpay which includes booking your children/s meals in advance. We will be running a trial during the period 15<sup>th</sup> – 19<sup>th</sup> July. This trial run is to see how the meal selection works and hopefully we will have it running smoothly by September.

### **What will happen?**

A copy of our menu will be uploaded to the meals section of Parentpay and you as Parents/Carers must book your own child/s selected meal. Please refer back to the guidance on how to do this (review “booking a meal/session – menu selection”) on the menu selection attached.

All meals must be booked a week in advance.

In order to book meals your account **must be activated**. This includes those on universal free school meals and free school meals. May we please advise parents that the onus will now fall on you to ensure you have followed the correct procedure and booked and paid for your child/s meal.

Should any Parents/Carers be experiencing difficulties in activating accounts please email a member of our office team in our parent account for assistance [blackley.parents@e-act.org.uk](mailto:blackley.parents@e-act.org.uk).

Regards,

**E-ACT Blackley Academy**