Online School Payments and Pre-ordering of Meals

Glasgow City Council use an online payment solution called **ParentPay** in all mainstream primary and secondary schools across the city. **ParentPay** is be used to pay for all school trips, concert tickets, uniforms, meals etc and will enable us to remove all cash and cheques from schools. In addition to paying for all items that are school related, parents and pupils in primary schools can pre-order their lunches in advance.

How do I get started?

If you are new to the school, you will be issued with an activation letter which will enable you to set up your ParentPay account.

If you have more than one child at a ParentPay school/s you can add them to a single account, providing one login for all children. This is as long as the schools they attend uses ParentPay – even if they are in different local authorities. Please activate your account as soon as possible.

What does ParentPay do?

- enables you to pay for trips and other items such as meals, tickets, uniforms, clubs etc
- pre-order your child's meals in advance (primary only) – whether you pay or are on FSM
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a ParentPay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated payment reminders

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to search for cash to send to school
- allows you to set up an alert when your balance is low
- allows you to chose what your child eats in school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- ParentPay is quick and easy to use

How does ParentPay help our school?

- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises

More information can be found on the ParentPay website at www.parentpay.com.

If you have any queries contact your school directly or contact ParentPay at support@parentpay.com.