



# Greenfield Primary School

*Excellence and Enjoyment for All*

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Headteacher: Mr M Wood M.Ed.

7<sup>th</sup> September 2022

Dear Parent / Carer

## **An easier way for you to make school payments**

This school year we will be rolling out online payments on IRIS ParentMail to all classes for school meals. This is an online payment service which allows you to pay for school dinners quickly and easily on your smartphone, tablet or computer. All parents / carers will now be able to pay their school meal charges via this method.

**Initially we will only be taking school meal payments electronically.** All other payments, for example school trips, are currently to be paid in the existing way. If your child has school meals, please top up the online payment account linked to your existing parent mail account when the option becomes available to you. This should be live this week (week ending 9/9/22).

As we set the registers up this week, you may get email or text messages asking you to top up your balances. If your child is on packed lunches or Free School Meals you can ignore this notification.

To make a payment, you need to log in to your Parent Mail account, select 'Accounts' from the left-hand menu, click on your child's name, then dinner register. From here you will be given a 'top-up' option where you can make payments to the school meals account.

**It is important that you continue to notify the school office immediately if your child changes their meal options.**

As a reminder charges for school meals are £2.70 per day, which equates to:

- £13.50 per week
- £27 for two weeks
- £54 for four weeks
- £94.50 for the full half term (5<sup>th</sup> September 2022 to 21<sup>st</sup> October 2022)

You will be able to make payments electronically, using credit or debit cards. If you do not have one of these methods available to you, please contact the school office.

If you have an Android or Apple smartphone, we would highly recommend you download the free IRIS ParentMail App so that you can make easy, online payments on the go. To do this, simply search for "ParentMail" in your App store.

**Please note, your bank statement will display either the school name, 'Greenfield Primary' or 'IRISPAY', dependant on your payment method.**

If you need any additional information or assistance, please use the help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/) or please contact the school office via [info@greenfield.oldham.sch.uk](mailto:info@greenfield.oldham.sch.uk)

We hope you find online payments to your advantage, but please be patient while we adjust our internal systems.

Yours sincerely

Mr M Wood  
Head Teacher

