



# Greenfield Primary School

*Excellence and Enjoyment for All*

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Headteacher: Mr M Wood M.Ed.

23<sup>rd</sup> May 2022

Dear Parent / Carer

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

From 6<sup>th</sup> June 2022 we will be using Online Payments on IRIS ParentMail – an online payment service which allows you to pay for school dinners quickly and easily on your smartphone, tablet or computer. From this date, **Year 5 parents** will be able to pay their school meal charges via this method, with a full roll-out to other classes from September 2022.

**Initially we will only be taking school meal payments electronically.** All other payments, for example school trips, are 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 during the half term holidays to allow you to make payments in advance. 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 £2.60 per day, which equates to:

- £13 per week (*NB: the first week back after half term is only 4 days: £10.40*)
- £26 for two weeks
- £52 for four weeks
- £83.20 for the full half term (6<sup>th</sup> June 2022 to 20<sup>th</sup> July 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. **Please note, your bank statement will display either the school name, 'Greenfield Primary' or 'IRISPAY', dependant on your payment method.**

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.

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.

Yours sincerely

Mr M Wood  
Head Teacher