

**SENIOR SCHOOL- ParentPay for Cashless Catering at Lingfield College**

Dear Parents,

This email is just to provide you with further information on our Cashless Catering system that we run here at Lingfield College. This system is used for all our paid catering options in the Senior School. This includes Senior Breakfast, snacks at break time, the Tuck Shop and the Atrium Cafe (Sixth form). **No action at this stage is necessary and further details and activation codes will be sent early-mid August.**

This initiative is designed to improve the efficiency of our catering operations, be more convenient for parents and provide better information on students' food choices.

**ParentPay Overview:**

ParentPay is an online payment system that allows parents to load funds onto their child's account. Students will then use their Lingfield College Student Card to make purchases.

**Important Details:**

- **Student Cards:** Students will receive their Student Card via their form teacher on the first day of school in September. These cards will also be used for school transport, printing and signing in. Lost cards will need to be reported immediately to the Senior School Office so that they can be deactivated. New card requests will incur a £5 charge, which will be added to your school bill.
- **ParentPay Activation:** Parents will receive a reminder email and also an activation email early-mid August containing unique account login codes and setup information. Please note: The activation email will be sent to the primary account holder on our pupil database only. Activation details can then be shared with another family member if needed. If required, additional activation accounts can be requested from the Finance Office.
- **Add funds to your ParentPay account:** Further information will be sent out in August to help but you will need to add funds to the Payment Item "Senior School Catering." It is important that you select Payment Item – Senior School Catering to ensure the funds are added to your child's card and not just a Parent account.
- **Additional Children:** If you already have a ParentPay account set up, you will be able to add siblings to the same account.

Please find a link below to a website page we have created with comprehensive information on the cashless catering system, including helpful setup guides and some frequently asked questions which may be useful at this stage:

[Click here for- ParentPay Information Page](#)

For any initial questions or assistance, please get in touch with our Finance Office via email at [finance@lingfieldcollege.co.uk](mailto:finance@lingfieldcollege.co.uk)

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