

Dear Parents/Carers,

Please remember to ensure your child's ParentPay lunch account has sufficient funds for your child's lunch.

As previously advised Pabulum have provided instructions to enable parents to set up an alert in ParentPay when dinner money accounts are running low.

Adding an Alert in Parent Pay

If you would like to be notified when your child's dinner money funds are running low, please follow the instructions below:

HOW TO ADD AN ALERT FOR THE DINNER MONEY ACCOUNT

- 1) Log into ParentPay in the usual way
- 2) Select "Communication"
- 3) Select "Alert Settings"
- 4) Scroll down until you find "Dinner Money", in the "Threshold" column enter the minimum amount that the Dinner Money account should reach when the "Alert" should be sent to you.
- 5) Tick in the box under the column "Email"
- 6) Scroll down to the bottom of the page and click on "Save"

SHOULD YOU WISH TO HAVE A TEXT MESSAGE SENT TO YOU

- 7) Select "Add credit to your text message balance here"
- 8) Select "Add Credit Now"
- 9) Enter the amount, for example: 5.00
- 10) Select "Add to basket"
- 11) Select "Payment method"

Please note:

The charge for each text alert is 6p

If you have any issues or queries please contact the school office/Reception between the hours of 9:30am and 2:30pm.

Kind Regards

School Office