allangels'primaryfederation
Clover Hill V.A. Infant & Nursery School
& St. Michael's V.A. Junior School,
Bowthorpe, Norwich

Useful information on using ParentPay

School Lunches

Breakfast Club

After School Provision

AN INTRODUCTION TO OUR ONLINE PAYMENT SERVICE

What does ParentPay do?

- enables you to pay for **school meals, breakfast** and **afterschool clubs** and other items such as **trips** and **residentials**.
- 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 for 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 email/SMS 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 write cheques or search for cash to send to 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
- you will never need miss a payment, or have insufficient credit, with automated email/SMS alerts
- 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
- payments do not bounce
- 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
- helps us improve school-home communication with its integrated email/SMS messaging centre

How do I get started?

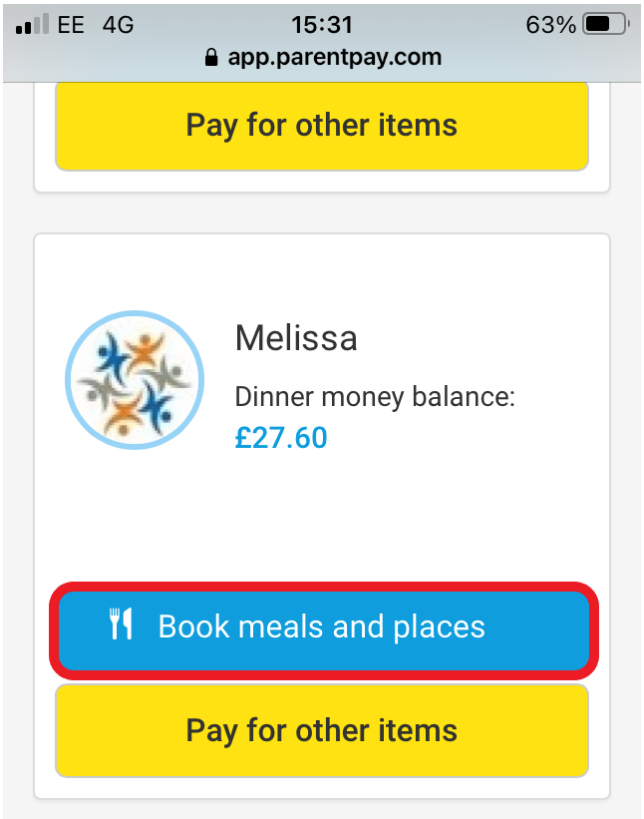
We will send you an activation letter containing your activation details to enable you to set up your ParentPay account.

If you have more than one child you can add them to a single account, providing one login for all children at this school

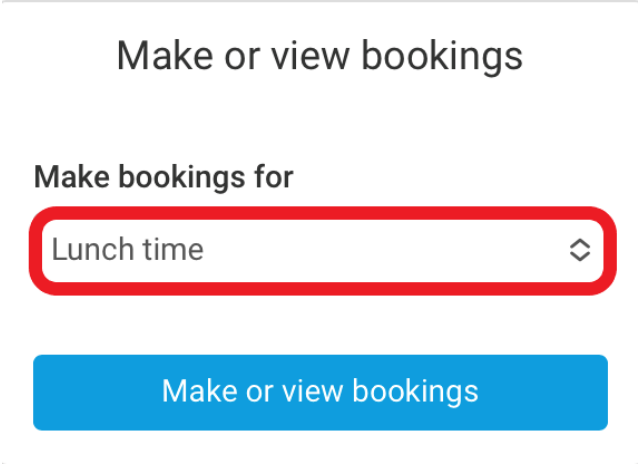
Guide to Ordering Lunches via ParentPay

Step 1 – Login to www.parentpay.com

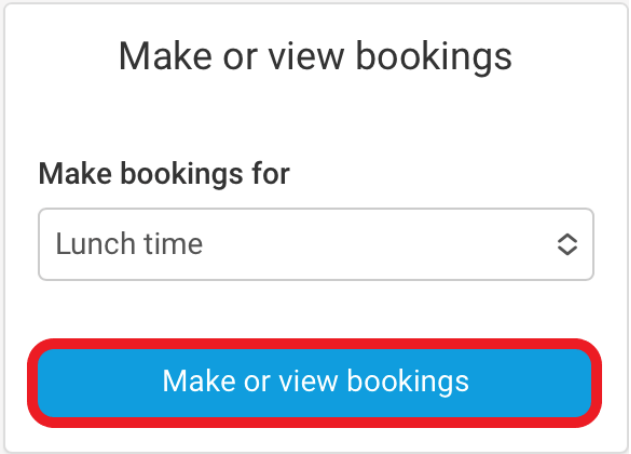
Step 2 – Select **Book meals and places** for the person you wish to make the booking for.



Step 3 – elect the time of day that you wish to make a booking for.

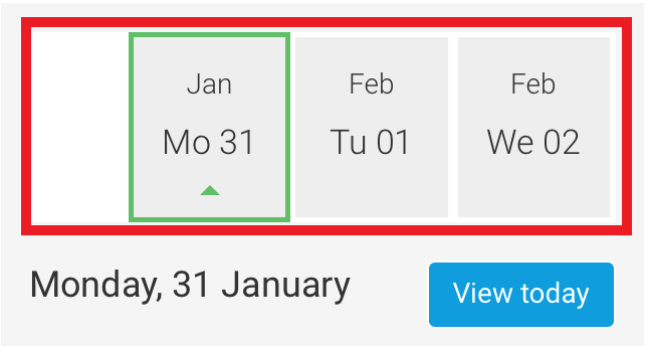


Step 4 – Select **Make or view bookings.**

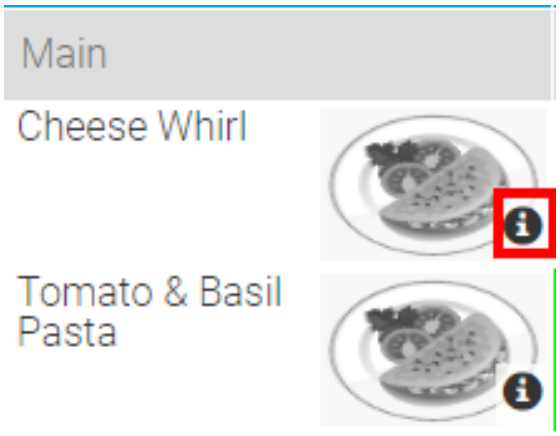


Step 5 – You will then be presented with the booking screen.

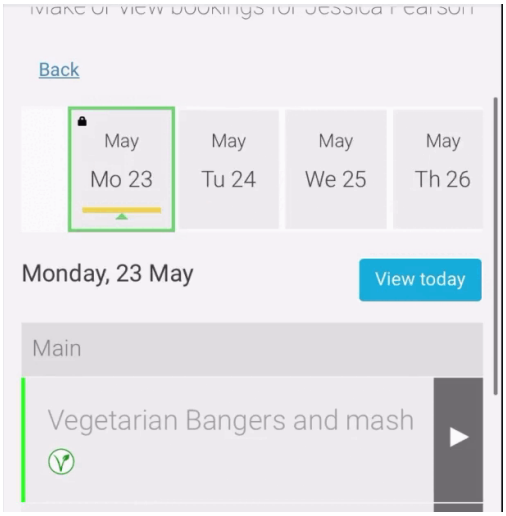
Step 6 – Select the date you wish to book.



Step 7 – Scroll and tap the **main meal choice** or **place** for your child

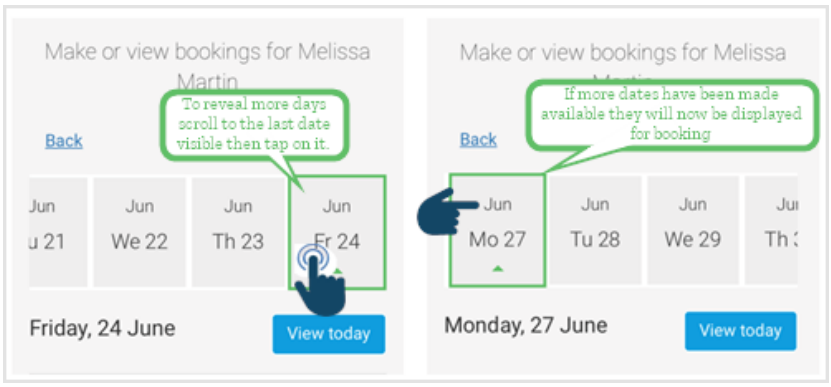


Step 8 – Scroll back to the top of the screen to choose another day.

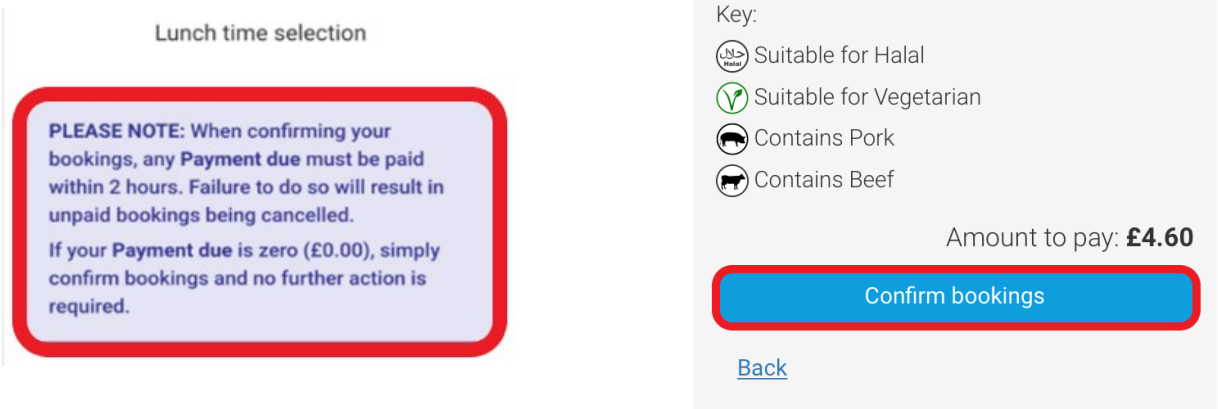


Step 9 – Repeat steps 7 through to 8 until you are ready to confirm your bookings.

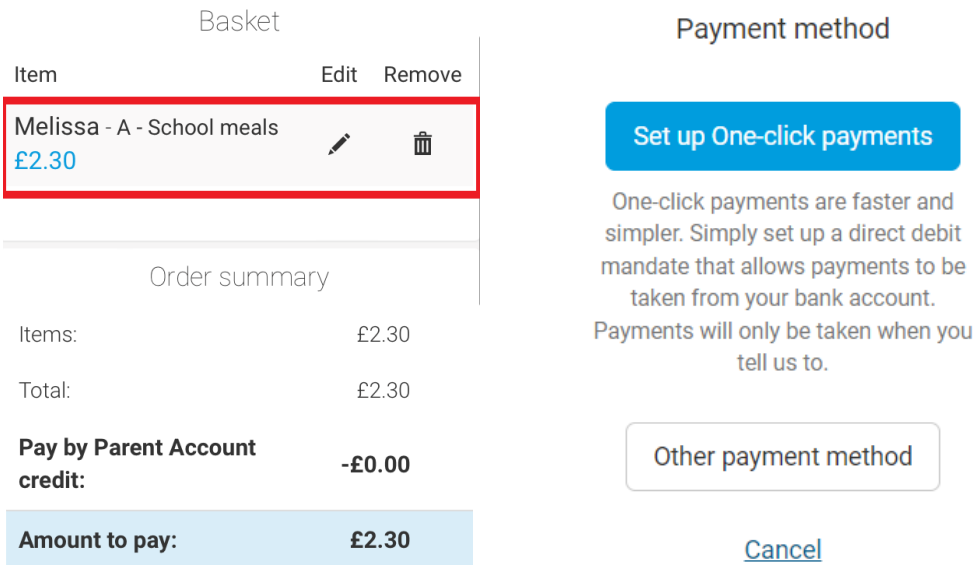
Note: You are able to scroll through the dates and choose meals for up to 10 weeks in advance (depending on your schools settings). You will need to select the last date that appears, to be able to see further dates. day.



Step 10 – If you pay for the bookings these will need to be paid within two hours of confirming.

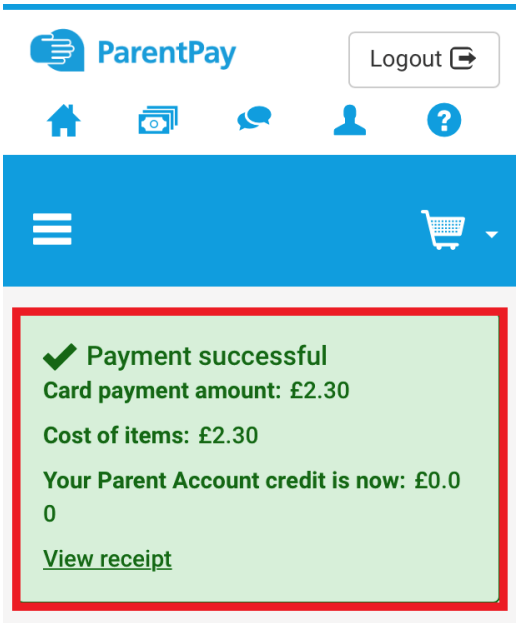


Step 11 – Tap on the **Confirm bookings,** if payment is due you will be taken to the basket.



Step 12 – Once you have completed your bookings return to the basket and choose the payment option that most suits you.

Step 13 – Confirmation of payment will appear on your mobile device and you meal or places bookings will have been sent to the school.



DEADLINE FOR BOOKING LUNCHES IS

8am on the day required.

Clover Hill Nursery Breakfast Club

Starting April 23rd – Summer Term

Especially ideal for children attending full-day or morning sessions.

We're excited to introduce our NEW Breakfast Club, starting from 7:45am at Clover Hill.

What's Included:

- A healthy breakfast to kick-start the day
- Fun activities to keep your little ones entertained
- Staff will take children to their nursery sessions after Breakfast Club ends.

Cost: Only £5 per day!

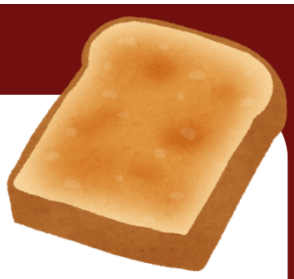
Spaces are limited, so be sure to sign up soon!

PLACES HAVE TO BE BOOKED AND PAID FOR IN ADVANCE VIA PARENTPAY TO SECURE YOUR CHILD'S PLACE



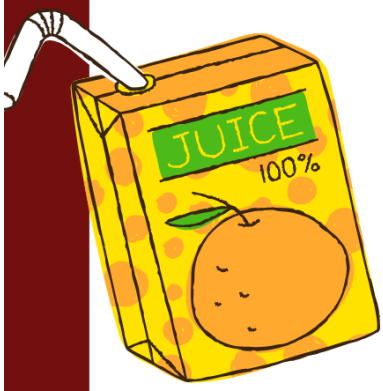






BREAKFAST CLUB PROVISION AT ST. MICHAEL'S VA JUNIOR SCHOOL

0745-0845 Monday to Friday (term time only) at
St. Michael's VA Junior School



Breakfast Club Provision is open to pupils from St. Michael's VA Junior School and Clover Hill Infant and Nursery School.

Price includes breakfast (hot and cold options such as toast, porridge, cereal, fruit and yoghurt) and supervised activities which include seasonal arts and crafts, pool, iPads, board games, Lego and fotball.

Breakfast Club Provision is run by members of stall all presently employed by the school



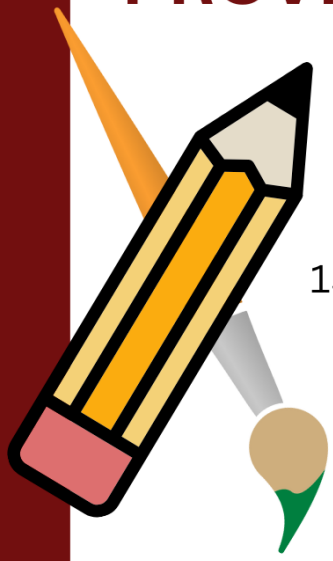


Price as of September 2025:
£5.00 a session

To book a place please log onto ParentPay by 3pm the day BEFORE required and make a payment

www.stmichaelsjuniorschool.co.uk

AFTER SCHOOL PROVISION AT ST. MICHAEL'S VA JUNIOR SCHOOL





1515 - 1800 Monday to Friday (term time only) at St. Michael's VA Junior School.

After School Provision is open to pupils from St. Michael's VA Junior School and Clover Hill Infant and Nursery School.

Price includes a snack, drinks, and supervised activities which include seasonal arts and crafts, movies, iPads, board hames, Lego, cookery and Wii games. Outdoor activities (weather permitting) inlucde rounders and football.

After School Provision is run by members of stall all presently employed by the school



Price as of September 2025:

£10.00 til 5.30pm

£10.50 til 6.00pm

To book a place please log onto ParentPay by 10am on the day required and make payment

Contact Afterschool Provision between 15:30-18:00.
Telephone 01603 343139



www.stmichaelsjuniorschool.co.uk