

Simple Guide to Parent Pay at Killinghall CE School!



Log onto www.parentpay.com. Click on the **Parents** tab and click on **Parent Login**. Enter your unique log in and password as supplied on the enclosed letter.

Change your log in and password to something more memorable.

If you have another child at Killinghall, then click on the **'Add a child'** tab and enter their log in and password. This way, each time you log on you will be able to see all your children's clubs/dinner money etc... in one place.

On the **'Home'** page you will see an overview of dinner money and any Clubs your child has signed up to, but no further information.

Click on the **'Pay for Items'** tab in order to view a full breakdown and description of items you need to pay for. For example, any clubs your child has signed up for, the day it runs, timings and cost.

For dinner money, you will see information on the daily, weekly, and termly amount, plus the Fun Friday cost. If your child has any school dinners, please pay in advance as you would have done previously, this will give you a credited amount.

'Make a Payment'

For fixed, one off costs, for example any clubs (and in future any trip costs) simply click on **'Add to Basket'**.

For dinner money (where costs can vary), click on **'Add to Basket'** and then enter the amount you are paying in the **'Edit Amount'** box. For example, pay £12.60 for Fun Friday lunches, £10.50 for one week or pay £60.90 for the whole termly amount.

If you are in credit for dinner money, this amount will be listed. Likewise, if you owe money this will show as a debit.

You can keep adding items to your basket until you are ready to **'Checkout'** and pay securely.

***** PLEASE NOTE: THE AMOUNT YOU OWE FOR DINNERS WILL ONLY SHOW WHEN THAT MEAL HAS BEEN TAKEN BY YOUR CHILD. SCHOOL DINNERS TAKEN WILL BE ENTERED ONTO PARENT PAY EACH FRIDAY, SO THE SYSTEM WILL BE UP TO DATE AT THE END OF EACH SCHOOL WEEK *****