

Dear Parent,

Please see details below to activate your Parentpay account.

To support the removal of all cash handling at school, we are asking all parents / carers to use an online payment system called ParentPay for the top-up of school meals. Once you have activated your account, you will be able to make online payments for school meals straight away.

### **Already have a ParentPay account?**

If you already have a ParentPay account, either with the school or use ParentPay at another school, you can simply login to your existing account, and add your other children via the *Add a child* tab on your home page. You will need the below activation username and password to do this.

### **New to ParentPay?**

To activate your online account, please visit [www.parentpay.com](http://www.parentpay.com) and go to the account *Login* area on the homepage of the site. In the appropriate fields enter your details below. We do not have your child's date of birth on record so please enter the date provided below.

### **Pupil: XXXXXX**

Username: XXXXXX

Password: XXXXXX

You will be prompted to change these details. Keep them safe and secure as you will need your username and password for future logins. If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the *Add a child* tab on your home page.

Students require a pin number or QR code below to purchase items at the till, as detailed below:

**Pin number: XXXXXX**

**QR code: XXXXX**

### **Further Information**

ParentPay is managed by North Tyneside Council Catering Services, not your school. Please ignore any advice on the ParentPay website to contact your child's school about school meal payments.

If you have any questions, please see our FAQ at [www.northtyneside.gov.uk/pay](http://www.northtyneside.gov.uk/pay) for school meals or email [parentpay@northtyneside.gov.uk](mailto:parentpay@northtyneside.gov.uk) and please include your child's name and school in the email.