

28 August 2024

Dear Parent/Carer

**ParentPay – Year 7 Cashless Payments and Catering**

As we approach the start of the new academic term, I am keen to keep you informed on all the necessary information you will require for your child to start at the Academy smoothly. All payments will be expected to be made online via your child's ParentPay account.

You should have already received an email with your activation codes to register onto ParentPay. If you have not received this then, please contact the academy. Students will still be able to access the canteen as they will be credited a £10 overdraft facility for the first couple of days to allow parents/carers time to credit their account. Any money used will be taken off the students account as soon as this has been credited. Please ensure that you have set up your Parentpay payments account and have made sure they have adequate credit in their accounts before Monday 9th September. Further information regarding this system can be found on the Priory Ruskin Homepage, Parents, Cashless Catering or by following this link:

<https://www.prioryruskin.co.uk/page/?title=Cashless+Catering&pid=150>

Any student who is entitled to Free School Meals will automatically be credited with their daily allowance each day; it is the parents/carers responsibility to add additional funds onto their account if they feel it necessary. Once you have signed up for ParentPay payments you will be able to view your child's daily purchases and keep track of their diet and spending.

Students will have their finger print scanned on the 1st day to enable them to purchase their catering accounts without cash each day. If parents have not given permission for this, they will be given a 4-digit pin to access their account instead.

We look forward to welcoming all our new year 7 students on Wednesday 4 September at 8.50am in the Main Hall. If you have any other queries, please email [generalenquiries@prioryruskin.co.uk](mailto:generalenquiries@prioryruskin.co.uk) and we will get back to you.

Yours sincerely



Mr R Gough  
Assistant Headteacher

**Headteacher:** Ms R Wyles

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The Priory Ruskin Academy is part of The Priory Federation of Academies Trust. For further information please contact:

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