

# **Finance Information**

## **ParentPay**

At Selwood, we ask parents to use a payment system called ParentPay; this is an online method of payment, which is like internet shopping. Parents and carers access their personal account with a secure username and password to pay for various school items using a debit or credit card. Selwood Academy do not charge for the use of this system and it is an easy, safe and convenient way to pay.

You can use ParentPay to pay for items such as:

- School dinners, snacks and drinks
- Day trips, residential trips and swimming
- Music tuition
- After School Club
- Extra activities such as mufti days

By using ParentPay, you can help us to manage the school income efficiently and also provides you with a quick, worry-free way to pay for items. Please see your activation letter in the pack which details the activation codes you need to be able to set up your ParentPay account.

For more information about setting up and using ParentPay go to [www.parentpay.com](http://www.parentpay.com).

## **Uniform**

Uniform should be purchased from Scholars in Trowbridge. They stock official Selwood Academy pullovers, ties, skirts, sports tops, socks and shorts. Scholars will be in school on **Transfer Day** from 2.30pm to sell uniform.

## **Cashless Till System**

Selwood uses a cashless till system in the kitchen that runs using biometrics (fingerprints). The system creates a code specific to the pupil's fingerprint. This is a technology that is used successfully by thousands of schools around the country. Please see the Biometric FAQs information on our Website for further details and make sure you complete the consent form, which you will find in your pack, in good time. Should you have any concerns or wish to discuss a possible alternative to this system please contact the Finance Office.

Parents/carers are required to top up their account through ParentPay and then the pupil can buy lunch, snacks and drinks at the kitchen with their account rather than carrying cash.

Parents/carers are responsible for:

- Adding funds to the pupil's account in good time – please be aware that top-ups may not show instantly
- Monitoring the balance on the account – if there are not enough funds we will do our best to contact you.

## **Free School Meals**

### **Is your child entitled to Free School Meals?**

If you receive any of the following, your child may be entitled to Free School Meals:

- Income Support
- Employment & Support Allowance (Income Related) – not Contribution related
- Income-based Job Seekers Allowance – not Contribution based
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing you do not also receive Working Tax Credit, with an annual taxable income (as assessed by HMRC) of less than £16,190
- Universal Credit with an annual household income of less than £7,400

### **How to claim Free School Meals**

If you would like to find out if your child is eligible for Free School Meals the quickest way to apply is online at [www.somerset.gov.uk/freeschoolmeals](http://www.somerset.gov.uk/freeschoolmeals), alternatively you can request an application form from the school.

Please note that just completing the form does not entitle your child to free meals – we must have confirmation from the Entitlements Team at Somerset County Council that your child has been approved as eligible.

If you need any further advice, please call the Free School Meals team at Somerset County Council on 0300 123 2224.

### **Food available to those on Free School Meals**

Pupils who are entitled to Free School Meals are allocated £2.75 at lunchtime each school day for their main meal and a pudding.

Pupils may select from a cooked meal, vegetarian dish, a light meal alternative, salad bar with fillings for jacket potatoes or freshly baked baguettes.

Parents/carers can also top up the child's account through ParentPay to pay for extras such as snacks, drinks, yogurts and fresh fruit at morning break time and lunchtime.

### **Activity Voucher Scheme**

Selwood Academy prides itself on providing the same opportunities to all pupils; this is why we run the Selwood Academy Activity Voucher Scheme.

All pupils who are entitled to Free School Meals will receive a voucher for a maximum of £50; the total voucher amount is dependent on when eligibility of Free School Meals starts within the school year. The voucher can be used towards any school trip or activity (including residential trips, swimming lessons, music lessons, or paid for after school clubs).