



Dear Parents/Carers,

### **Cashless payments at Sir William Borlase's Grammar School**

We are pleased to announce that we operate a cashless payment system (ParentPay) for catering services, trips and activity contributions here at Sir William Borlase's Grammar School. Credits to pupil accounts can be made via the ParentPay website and you will receive a Parentpay activation letter shortly. If you need a copy, please email [parentpay@swbgs.com](mailto:parentpay@swbgs.com).

**CATERING:** All new entrants to the school will be registered onto the academy's data system during their first week in September. Parents can add money to their child's dinner money account by logging onto Parentpay and going to 'top up' dinner money. You will also be able to obtain an on-line balance and a report detailing each item of food served and each credit made to the system for any time period.

There is a daily 'spend limit' programmed into the system of £5 which can be increased or decreased for an individual pupil by parents emailing [parents@swbgs.com](mailto:parents@swbgs.com) and requesting their email be forwarded to the canteen after your child has joined the school.

Further notes and FAQs are provided on the school website for parental information.

**TRIPS & ACTIVITIES:** Sir William Borlase's Grammar School supports the teaching and learning curriculum with numerous opportunities for pupils to participate in trips and activities. Payment for these trips and activities will be requested via Parentpay as this is the only payment method we accept. Information about the trip/activity will be emailed to you at the time it is put onto parentpay.

If you have any queries or concerns over the above, please address them to myself via [parentpay@swbgs.com](mailto:parentpay@swbgs.com)

Yours faithfully

Mrs Fulden Thomas  
Business Manager/Finance Director