



Parentpay

Guide For Parents/Carers

Coombe Girls' School & Sixth Form

At Coombe Girls' School parents/carers can only be able to pay for items in the following ways:

Online via Parentpay or at a Paypoint Store

We will only be accepting cash for a very limited number of items. To pay by either of these methods you will require access to the internet.

How do I get log in details?

You should have been sent these already. If you have not received log in details please contact the office team on 02089421242 or enquiries@coombegirlsschool.org

If parents are separated it is possible to set up access for both parents.



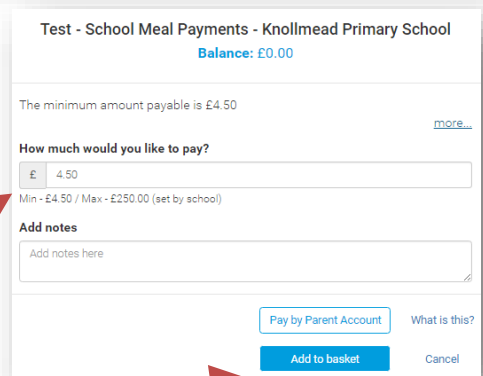
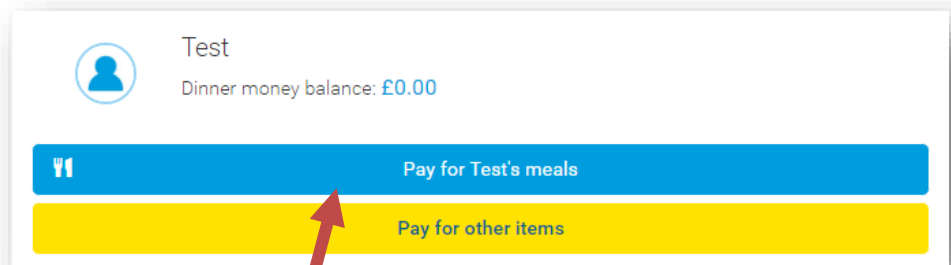
More than one son or daughter?

If you have more than one son/daughter you can merge their accounts:

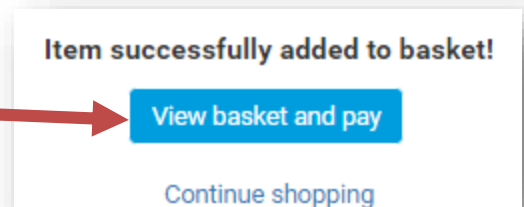
Follow these steps:

1. Activate and login to the account you want to add your other children to, this will become the only account you use in future; click on the '**Add a child**' tab on the home page
2. Enter the username and password provided in any other activation letter (or existing username / password if already activated)
3. Then click '**Search**'. Your child's name will be listed on screen - click '**Add to my account**'
4. On your homepage, you should now see an additional tab for the child you have added to the account
5. Repeat this process for any other children you wish to add to your account – up to a maximum of 6 children in a single account.

How do I top up my child's dinner money balance?



1. Click 'Pay for meals'
2. Select how much you want to add
3. Click 'Add to basket'
4. Click 'View basket and pay'
5. Make the payment



How do I pay for other items?

1. Click 'Pay for other items'
2. Select the item you wish to pay for from the list.
3. Click 'Add to basket'
4. Click 'View basket and pay'
5. Make the payment

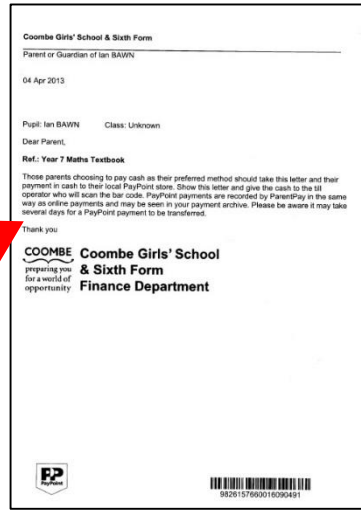
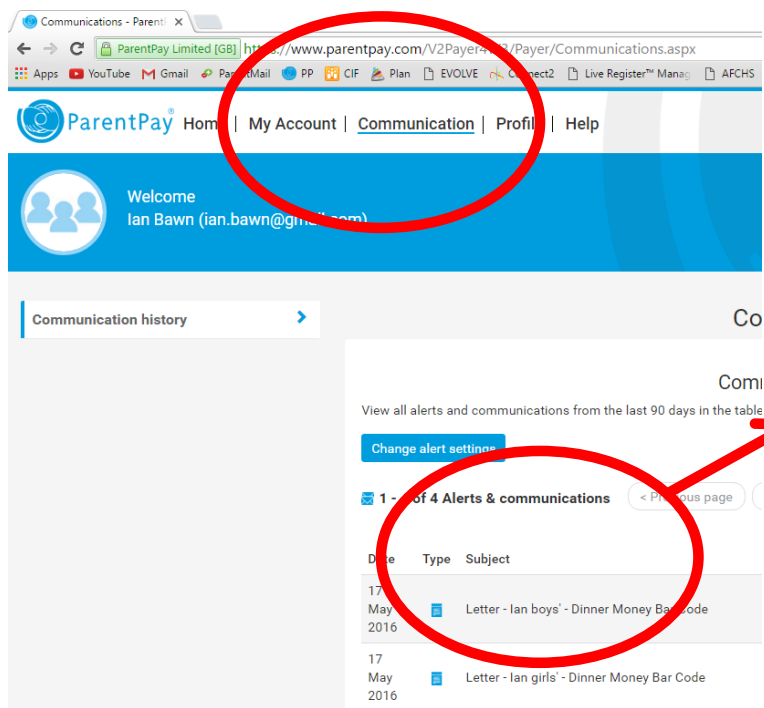


Access to Parentpay

If you don't have access to a computer at home you can access Parentpay on your phone or at a library.

What if I don't want to make online payments?

A barcoded letter will be generated in Parentpay for every item you wish to make a payment for. Simply log into Parentpay click on 'communication' select and print the relevant print the letter and take it to your local paypoint store.



All paypoint stores can be found via this link:
<http://www.paypoint.co.uk/paypointlocator>

Local Paypoint stores

Sweety's
 1 Mount Pleasant Road, New Malden
 Surrey, KT3 3JZ
 Distance: 0.30 miles

Coombe Food & Wine
 8 The Triangle, Kingston upon Thames
 Surrey, KT1 3RT
 Distance: 0.49 miles
 Simple Payment