

## Heaton Park Primary and Nursery School

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Dear Parents/Carers

As we have previously mentioned, when school reopens in September we will become cashless in the school office. This will remove the need for parents to queue for change and will make our payment system more efficient. Although this will be a change for some, the online payment system is simple to use and we will provide all the information that you will need.

From September, school dinners, trips, and Before/Afterschool club will all need to be paid through the council's online payment system. In order to do this you will need your child's UPN reference code. For any children already paying online this is the same code. We will send out via text message the code that is required to all children; please keep a note of this somewhere safe. Once you have created an account you can save the codes as 'favourites' so you will not need to type this in every subsequent time. This is particularly useful for families with several children in school.

To access the council's payment system please visit [www.bury.gov.uk/payforit](http://www.bury.gov.uk/payforit)

- Scroll to schools, where you will see 'School Meal Payments' or 'School Payments'.
- Then either register, or pay without registering.
- Choose Heaton Park Primary from the drop down list at the top of the page.
- Insert child's name, UPN and the amount you wish to pay.
- Press make payment.

For school dinners and trips it is important that you keep your payments separate for different children. So for instance, if you are paying for two or more children's dinners please pay the amount due for each child on their own account. This is because each child's dinner account is logged separately. However, if you would like to pay one amount for Before/Afterschool club then this is fine, in this case please pay the full amount due for the week/month etc. using the account of the **oldest child**. When paying for a trip please ensure you choose the correct trip from the online shop.

From September we will be using a new milk scheme and school milk will be provided by **Cool Milk**. Milk is completely free for all children aged under five and is subsidised for those over five. Parents must register with Cool Milk direct by registering at [www.coolmilk.com](http://www.coolmilk.com). Milk will be available in school from **04/09/20** but in order for your child to receive it, it is important that you register (and pay if applicable) by **25/8/20** at the latest. Please also see the additional letter with more information from Cool Milk.

If you have any queries please do not hesitate to contact us.

Yours Faithfully

Mrs Llewellyn (School Office)

Head Teacher **Mr P Lord**