



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

## INFORMATION ON THE CATERING SYSTEM

Archbishop Tenison's operates a "cashless" system for paying for school meals; no cash is accepted in the school canteen. Cashless catering operates by using a fob which is linked to a photograph of each student.

The method of payment is by ParentPay [www.parentpay.com](http://www.parentpay.com) and you will be given a letter containing log-in and password details. This is an online system and any amount (minimum £2) may be transferred into your account as often as you wish. The main thing to remember is that the account needs to be kept topped up, much like a pay-as-you-go mobile phone. The top-ups usually happen within an hour if done online, however, if you pay with cash at a PayPoint outlet with a barcoded letter, this will usually take two days to reflect on your account. Students who wish to purchase food at school should always ensure that there are sufficient funds on ParentPay.

The ParentPay system is also used for payment of school trips, books, subscriptions, revision guides, and any other items that need to be paid for.

If you have any queries, please contact Mrs Viljoen in the Finance Office at [cashlessinfo@archten.croydon.sch.uk](mailto:cashlessinfo@archten.croydon.sch.uk) or telephone her to discuss the matter.