

Frequently Asked Questions

Q What methods of payment can be used to credit my child's account?

A You need to use a credit or debit card to top up your child's account using the Parent Mail system. Click Accounts, then select Dinner Top Up under the child's name that you want to add credit to. Select 'Top Up', then enter the amount you want to add to the account in 'Top Up Amount'. When you are in the Checkout section, you will be able to choose a payment method.

Q How can I check the credit on my child's dinner money account?

A You can log into your account to check and add to the balance, you can also view the specific purchases your child has made.

Q How do I view my child's dinner money account and purchases?

A Click 'Accounts' then 'Dinner Top Up' under the child you want to view. Click 'Statements' (bottom menu banner), select the relevant month, then select the relevant date to view details and items purchased.

Q How do I view my child's transactions and purchases e.g., school related items such as trips and visits, educational items?

A Click into 'Payments' then 'Shop' for current items or 'History' (bottom menu banner). Here you can select the statement of the month you wish to view. This will list the transaction that have been made and the details of the purchase can be seen by clicking the individual item.

Q Can I request a daily 'spend limit'?

A Yes – A daily 'spend limit' will not be set unless requested by the parent / carer. Requests should be made to the kitchen manager – see below for who to contact with queries.

Q What happens if my child does not have enough funds on their account.

A We will provide an overdraft facility which will allow each account to go into debit to the value of £1.00. You will receive an automatic reminder when the balance of your account drops below £2.50.

We are aware that occasionally there are exceptional circumstances that cannot be planned for. Pupils will be advised to speak to a member of staff at the canteen if they have any concerns around the payment of their lunch. The school reserves the right to make a one-off addition to your account to a maximum of £3.00 ONLY in exceptional circumstances.

If your child's account becomes overdrawn, any credit allowed will be automatically deducted when the account has been topped up e.g., a 'credit' of £2.40 is allowed, a top up of £5.00 is made by parent / carer, but this will leave a current balance available to the pupil of £2.60

Q How do 'free school meal' entitlements work?

A If your child is in receipt of Free School Meals your child's account balance will automatically be credited with the current rate of £2.40 per day. This amount can be used at break and lunchtime, but as with the current system any unspent funds cannot be rolled over to the next day and the total pupil spend cannot exceed £2.40 per day. If you wish to top up your child's account in addition to the FSM balance you are welcome to do this. Pupils with free meal entitlements always remain anonymous.

Q Can anyone else use my child's account?

A Photographs of the student will show at the point of payment for verification of identity.

Q My child has an allergy, how will this be monitored?

A All allergy records registered with the school will be entered on to the Cashless System. When students attempt to purchase an item, which has ingredients to which we have been alerted that they are allergic to, the system will alert the operator. Primary responsibility remains with the student for their choices, in line with their medical needs.

Queries should be directed as follows

cgray@reephamhigh.org.uk Claire Gray is our Kitchen Manager and will be able to help with queries relating to spend limits, and allergen information.

data@reephamhigh.org.uk queries relating to Parent Mail set up and access.

finance@reephamhigh.org.uk queries relating to financial matters.