



Glenann Primary School
8 Glenann Road
Cushendall
Co Antrim
BT44 0TG

School Telephone:

028 217 71825

School e-mail:

info@glenannps.cushendall.ni.sch.uk

FACEBOOK: [glenannps](#)

TWITTER: [@Glenann_PS](#)

Friday 27th October 2023



PARENTPAY LIVE BOOKINGS & PAYMENTS

Dear Parents/Carers,

We are delighted to inform you that our ParentPay booking and payment system is now **LIVE** – families are now able to book and pay for children’s meals using the Schoolcomms App and a short demonstration video has been attached to this correspondence to make this process as straightforward as possible.

Making a Payment/Booking

When parents log in to our school portal, they will see two tabs:

- **Payments**
- **Dinners**

We encourage families to book & pay for all dinners their children intend to have during the **upcoming school week**, as this will minimise the cost to the school (*the school incurs a small charge for each transaction*), however there will be an option for ‘last minute’ bookings **before 8.00am each day**.

Please note that although families will be able to view the menu for each full month, due to potential absences/menu changes we **do not want** any bookings for dinners beyond the upcoming week.

Furthermore, following consultations with other schools who use this service, it is recommended that families choose **PAY BY CARD** option when making all payments, as this is then taken instantly for each transaction.

Finally, families are encouraged to make payment at the same time as they make their weekly bookings, however the App itself will remind parents of any outstanding payments and each time a transaction is made, an e-mail receipt will be issued. Please note that the toast payment option will be added to this service after Halloween.

Kind Regards,

P. Shivers

Padraig Shivers

Principal

Glenann Primary School