



## PAYMENTS IN SCHOOL

### **New to ParentPay**

Hampton Junior School uses ParentPay, an online payment system, to collect all money for school events including the following:

- School meals
- Educational visits/school journeys
- Swimming lessons
- HJS School run clubs

On the first day of term, we will issue you with a letter providing you with your user name and password for ParentPay. We would urge you to register immediately in order to be able to make payments to the school. If you need support please do not hesitate to contact Mrs Clare via [office.hjs@hpp.com](mailto:office.hjs@hpp.com)

### **Current ParentPay account holder**

You can retain your existing account when your child moves to another school that uses ParentPay. You will need the login details provided by Hampton Junior School in order to transfer your account. If you do not have these please contact the school.

The instructions to do this are below:

1. Log in to your **existing** account
2. Select **Add a Child** on the right-hand side of the home page
3. Enter the **username** and **password** provided by the new school
4. Select **Search**
5. **Select Add a Child to confirm.**

You will now see two tabs for the child, one for each school.

### **Free School Meals/Pupil Premium Grant**

It is important the school has a clear understanding of who is entitled to Free School Meals regardless of whether your child would like to take the meal. The school receives additional funding via the Pupil Premium Grant (PPG) to support children. Please see the guidance overleaf to confirm your family is entitled. Make contact with the Richmond Pupil Finance Officer as soon as possible to ensure your entitlement is registered. This will ensure your child can take a free school meal from their first day. If your entitlement is not registered and your child takes a meal, that meal will have to be paid for until confirmation of entitlement has been received from London Borough of Richmond. To apply for free school meals please contact the Richmond : [https://www.richmond.gov.uk/free\\_school\\_meals](https://www.richmond.gov.uk/free_school_meals)

### **School Meals-All meals must be paid for in advance.**

Percy Road Hampton Middlesex TW12 2LA • T: 020 8979 2545 • [office.hjs@hpp.school](mailto:office.hjs@hpp.school) • [www.hpp.school](http://www.hpp.school)





Please complete the school meals section on the 'new pupil information form' and make payment via ParentPay as soon as you have been issued with your username and password. All meals must be paid for in **advance** please. Meals not taken due to sickness/ school visits will be credited from next half term's charges.

The cost per meal for 2022/23 is **£2.40 per day (TBC)**. Half termly costs will be published in the school news notes and your ParentPay account will always show the most up to date credit/debit balance.

The termly menu can be viewed on the school's website or in reception.

One week's written notice is required to stop school meals, either by email or completing a form at the school office.

### **Educational Visits/School Journeys/Swimming**

You will always receive a letter regarding payment for these items at which time the relevant item will appear on your child's ParentPay account. These payments are voluntary however please be aware that if we do not receive enough payments, these visits, school journeys or swimming lessons may not go ahead due to lack of funding.

### **School Contribution**

Please see a separate letter from the School Governors.

### **IS YOUR CHILD ENTITLED TO FREE SCHOOL MEALS/PUPIL PREMIUM GRANT?**

Free school meals are a statutory benefit available to children from families who receive other qualifying benefits and who have been through the relevant registration process.

Your child qualifies for free school meals if you are receiving **one** of the following benefits:-

- Income Support
- Income Based Job Seeker's Allowance
- Income related Employment & Support Allowance
- The Guaranteed Element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax credit (but not Working Tax Credit) and have an annual household income of less than £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Research shows that when children eat better, they do better. Children are more likely to concentrate in the classroom in the afternoon after eating healthy school lunches in a pleasant environment. This also improves their health and their learning about making better food choices.





A large amount of school funding (pupil premium grant) is based on the number of children entitled to free school meals. If you think your child may be entitled, it is more important than ever that you register your entitlement with your local authority.

### **Important changes to applying for free school meals**

- If you and your child live in the London Borough of Richmond upon Thames and your child attends a state-funded school in the borough you can apply for free school meals through Richmond Council.
- If you live in the London Borough of Richmond upon Thames and your child attends a state funded school in another borough, e.g. Hounslow, then you will need to apply to that Borough Council.
- If you live in the London Borough of Wandsworth, the London Borough of Hounslow, or in Surrey and your child attends a school in the Richmond Borough, you apply via Richmond Council.

Please contact the Richmond Pupil Finance Officer on the following contact details regarding any free school meal enquiry.

Telephone: 020 8547 5448

Email: [freeschoolmeals@achievingforchildren.org.uk](mailto:freeschoolmeals@achievingforchildren.org.uk)

Website: [https://www.richmond.gov.uk/free\\_school\\_meals](https://www.richmond.gov.uk/free_school_meals)

Please do not hesitate to contact Mrs McCartney ([office.hjs@hpp.com](mailto:office.hjs@hpp.com)) if you have any questions regarding the above.

