

## WHAT IS PAYPOINT?

PayPoint is a system which allows parents to make cash payments at their local shop which saves school staff having to count, bank, and reconcile the money.

## HOW DOES IT WORK?

A unique barcode is generated within the ParentPay system, and is then given to the parents in the form of a letter which can be taken to their local shop, where they make a cash payment at the till. This feeds through to the school's ParentPay system within approximately 48 hours.

Each barcode is unique to each child, and each payment item or trip. This means a new barcoded letter would need to be produced for each item or trip the child is assigned to.

Parents with more than one child, will require separate barcoded letters or PayPoint cards for each child.

## WHAT CAN IT BE USED FOR?

PayPoint can be used to make payments for any item on the ParentPay system such as trips, clubs, or school meals. There is a tick box on the payment item that will enable the system to generate the barcodes. All trips created in the new Trips Module are automatically PayPoint enabled.

## WHAT'S THE 'POINT' OF PAYPOINT

- No more long queues at the office
- No more counting cash
- No more issuing receipts
- Secure online reporting
- No more trips to the bank
- No more secure collections

**FIND YOUR  
LOCAL SHOP  
HOSTING  
PAYPOINT  
HERE**

## WHAT'S THE COST?

The same payment service fee (PSF) of 1.275% is charged against each payment. If the school chooses to issue PayPoint cards to collect payments for regular payments such as school meals, each card is charged at £1.50 + VAT. This will be invoiced to the school each quarter. There is no charge for using PayPoint barcoded letters.

## SUPPORT

- PayPoint payments are reported on in the same way as online payments; via the payment report, these payments are settled in exactly the same way as on-line payments and you can find more information [here](#).
- Guidance on how to order PayPoint cards for meals payments can be found [here](#).
- To generate a PayPoint barcoded letter in ParentPay, please find the step by step guide [here](#).

For help and support,  
click the purple question  
mark on your homepage

