

06<sup>th</sup> May 2021

Dear Parent/Carer

### **Cashless Catering/ Online e-payments for school meals**

As you may be aware Kings Leadership Academy Liverpool is introducing an on-line payment system to help reduce administration and cash handling in schools and also to allow pupils to reduce the amount of cash they carry to schools. This is in conjunction with the new Cashless Catering System which is being implemented on 12<sup>th</sup> May 2021 and, at the moment, applies only to school meals.

For school meals, each child will have an account. If they are to take a meal you will be required to top up this account with money. Your child can order food from the school canteen by using biometrics (please see the biometrics letter attached) or if you do not wish to give consent they can utilise the system with a pin number.

**Please note you will be able to start making payments via iPayImpact from 17<sup>th</sup> May 2021.**

In order to use the iPayimpact web site you will need:

Child Account Reference

- If not previously registered on the site. Go to <https://www.ipayimpact.co.uk>
  - Click on the Register button
  - Enter the Child Account Ref of your child.
  - Username – enter a username that you will remember. This will be required each time you login to your account
  - Email – enter a valid email address
  - Confirm Email – must be the same email address as entered in the previous box
  - Password – enter a password
  - Confirm Password – must be the same password as entered in the previous box
  - Maths Test – please insert your answer
  - Agree to Terms – Please tick this box. You can view the terms as required.
- An email will be sent to your email account. **ACTIVATE** your account by clicking on the link provided in the email. This will **ACTIVATE** your account and allow you to Login using the credentials you entered during the registration process.
- **LOGIN** to your account
  - Update your profile (personal information) and save

**If you have other children at this school or other schools and you have received a similar letter to this, you can link them to your new parental account:**

- LOGIN to your account
- Click on the Child Accounts tab
  
- Click the Link a New Child Account button
- Enter the Child Account Ref for the child – see this letter or other similar letter
- Click Find School and Account – select the school from the list (if offered)
- Click the Link Account button

#### **HOW TO MAKE A PAYMENT**

- From your Home Page – simply click on Add to Basket
- You can amend the amounts you wish to pay
- Proceed to Checkout

You will receive an email receipt of your payment once it has been authorised.

#### **FREE SCHOOL MEALS**

If your child is entitled to free school meals, their account will be automatically credited with the allowance (currently £2.50 per day) on a daily basis. If your child needs to 'top-up' this amount, you will need to 'credit' their account in any of the two ways described above. The new cashless catering solution ensures anonymity for your child.

Should you have any questions on the above, please do not hesitate to contact me at the school.

Yours sincerely



Mark O'Hagan  
Principal