

## PayPoint card order confirmation

Now that you have ordered your PayPoint cards you need to provide your parents with a PayPoint barcode letter to make payments against until their card arrives in school for distribution.

PayPoint card orders can take up to 10 working days to be delivered to school.

To generate a PayPoint card order confirmation letter click on the **Communication** tab

1. Click on **Create new message** in the **Subject** column

**Message run name area:** in the Type field type in the name of your template "PayPoint card order confirmation"

**Printed letter area:** tick **Use for print**

- Click **Edit**
- **Copy and paste the below letter template content into your template body**  
NB: when you copy and paste from word you may experience issues with layout and therefore you may need to enter line spaces and so on manually.
- Click **Save**

<date/>

<miscontactname/>

<consumeraddress/>

Dear <miscontactname/>

Pupil: <consumerforename/> <consumersurname/> Class: <class/>

<b>Paying via PayPoint</b>

I am pleased to inform you that your PayPoint card has been ordered and should arrive in school within the next 10 working days.

In the interim, and to ensure you are able to keep your child's school meal account in credit, please take this letter to your nearest PayPoint store and make payment. The minimum payment amount is £xx.xx Please retain your payment receipt in case you need it as proof of payment in the future.

Once your card arrives, you will no longer need to use this letter to make payments.

If you have any queries, please contact the school office.

Yours sincerely

Headteacher

\*Please allow up to 48 hours for funds paid via PayPoint to credit your child's account.

<paypointbarcode/>

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Click **Continue**

2. **How to send area:**

- **Priority:** Normal
- **Send to:** Primary payer only, one message/child

Click **Continue**

3. **Add recipients area:**

- **Assign your dinner money service for the barcode:**
  - **Add group:** use the drop down menu to **select Service – All assigned**
  - Use the now activate field below to **select your dinner money service**
  - Click **Add**
- **Assign your recipients:**
  - **Add group:** use the drop down menu to **select Year, Class, Individual pupil**
  - Use the now active field/s below to **select the Year, Class, Class and Individual pupil**
  - Click **Add**

Click **Continue**

4. Click **Confirm send**

5. Click **Open pdf's** to print your letters