

Adding Printing Funds to Parent Pay

25 September 2018 14:40

When you login to ParentPay you should see a screen like this where you can add funds to your child's account for the various items that we offer at the Academy.

You have 2 options here, the first is to add money to their **meal** account, this will add funds so that your child can purchase any food items within the Academy.

The second option is to **pay for other items**. You may have previously used this section for things such as, school trips, stationary, tickets etc.

If you select this option you will be presented with a list of the extra items that you can add to your child's account to pay for items within the Academy.

	Matthew - Dinner money for Belfairs High School Balance: £1.62 Minimum amount payable is £10	£10.00	View
New	Matthew - Les Miserables 13th - 15th December 2018 Adult Ticket £10.00 Child Ticket £8.50 Family Ticket £35.00 (2 x adult 2 x children)	£10.00	View
New	Matthew - Printing copy charges for printing	£2.50	View
New	Matthew - Charities Week 2018 Charities Week 2018	£1.00	View
	Matthew - Casio FX-85GT plus calculator £6.85 Casio FX-85GT Plus £6.85	£6.85	View
	Matthew - Memory stick 8gb memory stick 8gb £5.00	£5.00	View

To add funds to your child's print balance, please select the "**Printing**" option and then select the amount you wish to add. The default is set to £2.50.

This balance will then be transferred into the Academy's printing system. Please see below for the print charges across the Academy.

SIZE		COLOR	GRAYSCALE	COLOR DUPLEX (EACH SIDE)	GRAYSCALE DUPLEX (EACH SIDE)
A3 (ISO_A3)		£0.15	£0.03	£0.14	£0.03
A4 (ISO_A4)		£0.10	£0.02	£0.09	£0.02