

ParentMail User guide

As previously communicated we are no longer allowing cash within the school due to the Covid19 pandemic so the on site cash loaders will be out of use until further notice.

Parents can top up dinner money through ParentMail, either through the app or the ParentMail website. Please find below a user guide to assist you in using ParentMail.

Registration

- A registration link will be sent to you
- Click on Register
- Click on “I don’t have a ParentMail PMX account”
- Check your details are correct and create a password
- Click on “complete registration”
- You have now created your ParentMail account.

Connecting to more than one child at Grace Academy

We will have connected your account to both or all of your children when we set up your ParentMail account, so all you need to do is register and you will be connected to all your children.

If you have children at other schools using ParentMail, you will receive an email from them asking you to “Manage your connections” where you will simply need to connect to the new school. Again, if you have multiple children at this school you will only need to connect once.

Download the App

- Open the Appstore/Playstore on your phone and search for ParentMail
- Download the app and open it on your phone
- Enter in your email, and the password you created
- Allow notifications
- Create a 4 digit pin as your app login details

Topping up your child’s dinner money

- Click on the 3 lines top left of the app
- Click onto payments
- Click on to your child’s name
- Enter the amount you want to top up and click “check out with this product”
- Choose your payment method and complete purchase

Your child’s daily dinner cost will be deducted from their overall balance when they have a school meal.

You will receive a reminder when their balance is low.

Other items may also be available for you to purchase by clicking on the “shop”