



Pay360 Quick Start Parent User Guide

When your child enrolls at Rumworth School/Sixth Form, you will be sent an invitation via email containing a link and an activation code to set up an account with Pay360, which is our online payment system for school meals.

What is Pay360?

Within Rumworth School we use a cashless payment service for catering to enable us to deliver a more efficient, faster service. For your convenience you can 'top up' your child's school meal account using your Debit/Credit card whenever it's convenient to you (24 hours a day, 7 days a week).

Pay360 enables parents to keep up-to-date with their child's school meal balance and alerts them when a new item is available to pay for. Parents will also receive automatic reminders when a school meal balance needs topping up. If you have more than one child attending the school, they will both appear under one login.

To access Pay360 once you have registered, go to: www.pay360educationpayments.com

Getting Started with Pay360

A Pay360 registration invitation will be emailed to you, which will contain a unique invitation code. You will need this code to set up your account (if you haven't received an invitation, please check your junk/spam folder before contacting Rumworth School).

You will need one of the following accounts to register: **Apple ID, Facebook, Google, Microsoft Office 365 or Twitter** (Do not use SIMS ID, the first icon)

Google & Microsoft are our recommended options



If you don't have a Microsoft or Google account, you can create one, they are free and easy to make.

Once you have an email account, click the **Register** button in the registration email from Pay360 and follow the on-screen instructions.



Once you have registered you will be able to use Pay360 straight away.

If you have any issues with your Pay360 account please email:

nwilde@rumworth.bolton.sch.uk

FAQs / Troubleshooting

I can't remember my password. What should I do? Visit the website of your account provider (i.e. Microsoft, Google, Facebook or Twitter) and follow their instructions for resetting your password.

Any questions?

Please contact Rumworth School directly for any queries relating to Pay360. Should changes need to be made to the academy's SIMS database, these will reflect in the Parent App after the overnight synchronisation process.