St. Mary’s RC High School



St. Mary’s RC High School, Lugwardine, Hereford HR1 4DR

Headteacher: Mr S Wetson BA (Hons) PGCE NPQH

May 2023

**Purchasing School Items Online**

* **ParentMail** - After verifying your ParentMail account, you will be able to buy a school tie, calculator and locker online. By purchasing these items online, we will be able to have the tie and calculator ready to hand out to your son/daughter when they are in school for the Year 6 Evening on Wednesday 5th July 2023
* **Deadline** - In order for us to have these items ready to send home with your child, please ensure you have made your purchase online no later than Tuesday 4th July 2023
* **Dinner Money** - To ensure your child can purchase food and drink on the first day of school in September, you will need to ensure you top up your dinner money account via ParentMail or send your child in with cash so they can top up the account.
* **Purchasing Resources** - During your child’s time at St Mary’s you will be able to use ParentMail to pay for school trips, purchase school items and department resources, and top up dinner money online.
* **Locker** - Locker can also be paid for through ParentMail and will be given out to pupils on the first day of term in September. There is a separate letter for you to complete regarding this.

Please note, for security reasons, once your account has been set up you are responsible for updating your contact details on your ParentMail account. If you do not set up your ParentMail account, although we will endeavour to make sure you receive copies of all letters and notices sent by email, we cannot guarantee you will receive a paper copy.

If you have any queries regarding setting up your ParentMail account, please contact us at [dstuderus@st-maryshigh.hereford.sch.uk](mailto:dstuderus@st-maryshigh.hereford.sch.uk)

If you have any queries regarding purchasing items through your ParentMail account, please contact us at [staylor@st-maryshigh.hereford.sch.uk](mailto:staylor@st-maryshigh.hereford.sch.uk)