

SNACK FUND

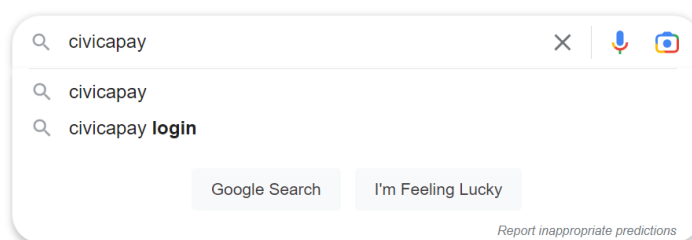
Children in Nursery are given a selection of healthy snacks each day, there is a charge of £1.50 per week per child to cover the cost of this. When your child joins you should receive a code to sign up to our online cashless payment system CivicaPay, if you do not receive a code please call the office to request one. **Codes will expire after 7 days so please set it up as soon as possible.**

A payment will be set up each half term and you can choose to pay as £1.50 per week or pay the full amount in one payment, for example after Oct half term a payment will be set up for Nov-Dec at £1.50 per week or you could pay £10.50 to cover the 7 weeks. A text will be sent out to let you know when this has been set up ready for payment.

When logging in to CivicaPay please follow the instructions below on where to make your payment (**do not click on the picture with the plate a cutlery on the first screen**) please click into Shop Items where you will find Snack Fund.

SNACK FUND PAYMENT INSTRUCTIONS

Google civicapay



Click the education payment portal option:

<https://www.torfaen.gov.uk> › SchoolsColleges › Educat... ⋮

Education Payment Portal (for School Meals and Trips)

10 Nov 2022 — The new system is called **Civica Pay** Education. You can log in to the Education Payment Portal and make a schools payment here.

<https://www.civica.com> › product-pages › payments ⋮

CivicaPay | Payment and Income Management Solutions

CivicaPay is cloud-optimised software that makes it simpler to collect and manage payments. Your customers can pay with confidence, no matter how they wish ...



People also ask ⋮

Click the 'make a school payment'


Education Payment Portal (for School Meals and Trips)



The way you pay for school meals, trips and other items has changed.



A new cashless system has been installed across all schools, and parents wishing to pay for school meals and other school items will need to register.

The new system is called Civica Pay Education. You can log in to the Education Payment Portal and [make a schools payment](#)  here.

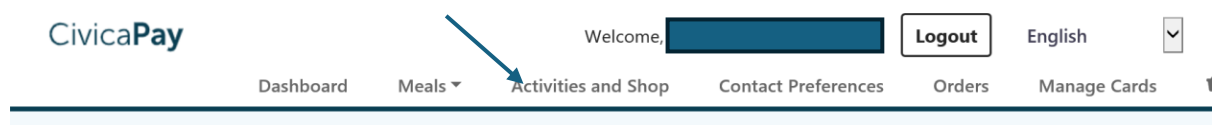


How to register on the new system

You will receive an email from the school your child attends or a letter (if they don't hold your email address) inviting you to register on the Civica Pay Education Payment Portal.

The email will come from donotreply-education@civicapayments.co.uk. Please don't worry, this is a genuine email, "Civica" is the

This will take you to your child's payment page. Select the 'activities and shop' tab at the top of the page (If on a mobile click the 3 lines at the top right):



Select your child's name (if you have more than one child) and use the filter section to find the snack money option.

Activities and Shop

Selected child:



▼

Filter

- Events
- Trips
- Clubs
- Shop