ParentMail HELP

How to register with ParentMail for the first time via email, the good news is, this can be done in minutes!

1. You will receive an email registration link if they have your email address in their ParentMail system. – Click 'Register' please check your spam/junk folders, if it is not in your inbox. If you find the email in your spam/junk folder, please change your account settings to mark ParentMail as a safe sender. Please also add info@parentmail.co.uk to your contact address book to avoid missing out on emails.

2. Click 'I don't have a ParentMail PMX account'.

3. Enter your child's date of birth by either typing in the field, or use the arrow on the far right to select from the calendar. Once you have entered the date of birth, click 'Verify Now…'

4. Check your details are correct. You can edit any incorrect details in the fields. Please also enter a password.

5. Now click 'Complete Registration'. Success! You have created your ParentMail account!

If you need further assistance please email:
parentalsupport@josephleckieacademy.co.uk

ParentMail HELP

How to make a payment on ParentMail (the fastest and safest way to make a payment to the Academy). It's simple, all you have to do is:

1. Log onto https://www.parentmail.co.uk/ or the ParentMail app for your child at Joseph Leckie Academy.

2. Click on the 'My ParentMail' tab.

3. Select the 'shop' tab.

4. Choose the relevant item (lunch or trip).

5. Complete payment either with your debit /credit card or having your bar code for PayPoint – either on your smart phone or printed which can be taken to a PayPoint store.

**Shops in the local area who accept PayPoint Payments**

Delves Convenience Store _(open until 10.00pm)_
Loco _(open until 9.30pm)_
Johal Super Food Store _(open until 8.00pm)_
Nisa Local _(open until 10.00pm)_

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