



Dear Parents,

19th April 2021

NEW !!! Lunch Ordering System & Payment on ParentPay

We are introducing a new system to enable you to pre-order your child's school lunch.

If your child has a school lunch, they are currently asked every morning, by their teacher, what they would like for their lunch. Next week is the last week of this old system.

The new system is live now ready for parents to order for week beginning Monday 3rd May. By ordering your child's lunch in advance, it gives you the chance to discuss with your child what they would prefer to eat each day. If there is nothing suitable on our menu for your child, you will be able to send them to school with a packed lunch from home.

The new ordering system is available via our payment system **ParentPay**.

- Menus will be available for you to order in advance. Therefore, the menu for week beginning 3rd May will be available for you to order from today until Thursday 29th April.
- **The cut off day for orders will be Thursday each week.**
The cut-off date for the first weeks order will be 29th April, then following this the 6th May etc., etc. If you have not placed your order by each Thursday, you will need to provide a packed lunch for your child.
- **All pupils' meals will need to be ordered in advance, regardless of whether your child is entitled to a free school meal or if you pay for your child's meal.**

Foundation UFSM	Year 1 UFSM	Year 2 UFSM	Year 3	Year 4	Year 5	Year 6
Order Meal by Thursday of each week	Order Meal by Thursday of each week	Order Meal by Thursday of each week	Order Meal by Thursday of each week	Order Meal by Thursday of each week	Order Meal by Thursday of each week	Order Meal by Thursday of each week
No payment required	No payment required	No payment required	Payment required (unless in receipt of Free School Meals)	Payment required (unless in receipt of Free School Meals)	Payment required (unless in receipt of Free School Meals)	Payment required (unless in receipt of Free School Meals)

- Payment, **if applicable**, must be made at the time of ordering. If you have not ordered your child's meal or made your payment we will assume you will be providing your child with a packed lunch from home and they will not be given a school lunch.

Please Note: If you currently have an outstanding debt on ParentPay, you will need to clear this debt before ordering.

Please go to www.parentpay.com where you will find helpful videos and a frequently asked questions section. If you need your log on details for **ParentPay**, please contact the school office and we provide you with an activation letter.

If you require any further information, please do not hesitate to contact us.

Yours sincerely,

Mrs Arnold
Headteacher