



Dear Parents,

NEW STARTERS

Lunch Ordering System & Payment on **ParentPay**

Poulton Lancelyn Primary School operates a pre-order lunch system via **Parent Pay**. Attached you will find your **Parent Pay** log on details you will need to order lunch and pay for any other school activities.

All Foundation2 pupil are entitles to a free school meal (UFSM). However, you may also be eligible for free school meals (FSM). Please contact the School Office for more information and assistance with the application process.

The system allows 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.

- Menus will be available for you to order in advance.
- You can order as many weeks in advance as you like
- **The cut off day for orders is Thursday each week.**

If you have not placed your order by each Thursday, you will need to provide a packed lunch for your child.

- **All pupils' meals 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.**
- 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.

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)

Poulton Lancelyn Primary School is a cashless school. Please go to www.parentpay.com where you will find helpful videos and a frequently asked questions section. If you require any further information, please do not hesitate to contact us schooloffice@poultonlancelyn.wirral.sch.uk or 334 5021

Yours sincerely,

Miss Haworth
Assistant Head