

08 December 2023

IMPORTANT

Change to dinner booking system

Dear Parent/Carer,

The process of ordering a school lunch/selecting a home packed lunch for your child is changing from Friday 22nd December 2023. From this date you will be required to login to ParentPay and book your child's meal for each week online from our existing 3 week rolling menu.

You will also be required to use this system to book in your child, even if they are bringing a packed lunch from home.

This system will be required for all year groups, including pupils in Reception to Year 2, where they are entitled to Universal free school meals.

Our current meal system will stop at the end of the current term and you will have until the following dates to book your child's meal options.

Meals to be taken week commencing **Monday 8th January** must be ordered online no later than **Sunday 31st December 2023**

Meals to be taken week commencing **Monday 15th January** must be ordered online no later than **Sunday 7th January 2024**.

Please read the important information below for full details of the changes and step-by-step instructions for booking meals.

If you have any questions or experience any problems, please contact the main office.

Yours sincerely,
Mr C Metcalfe
Principal

Full details of the new lunch booking system

- Meal bookings will need to be made at least 1 week in advance and it is vital you book all meals within the allocated time frame. Children who do not have a school meal booked on the system, at least 1 week in advance, will be required to provide a packed lunch from home.
- Meals are required to be booked a minimum of 1 week in advance, however the system will allow you to book further in advance if you wish.
- All meals, weather your child is having a school meal or packed lunch from home must be ordered via the ParentPay system.
- Once meal selections have been made, it is NOT possible to make any changes. Please ensure you make the correct choice at the time of booking.
- You can book a mixture of school meals and packed lunches each week.
- Parents will be required to pay for all meals ordered at the time of booking. Meals will automatically be cancelled by the system if not paid for within 2 hours of booking.
- Children in Reception, Year 1 and Year 2 will be required to order meals online but will not be charged as these meals are covered by Universal Free School Meals (UFSM).
- Children attending a 30-hour placement in Nursery will be required to order meals via ParentPay.
- Children entitled to benefit related Free School Meals (FSM) will also be required to order meals via ParentPay but will not be charged.
- The cut off date for orders is midnight Sunday for the menu, 1 week ahead of that date. E.g. Cut off to book meals for the week of Monday 22nd January is Midnight Sunday 14th January.
- You can view the cut-off dates for the rest of this academic year in the table below.
- Reminders will also be sent out via text message to avoid missing cut off dates.
- If you are not currently registered on ParentPay, you will have received a separate letter with your login details – **please ensure you have registered by Friday 22nd December 2023.**

Meal booking calendar for academic year 2023/2024

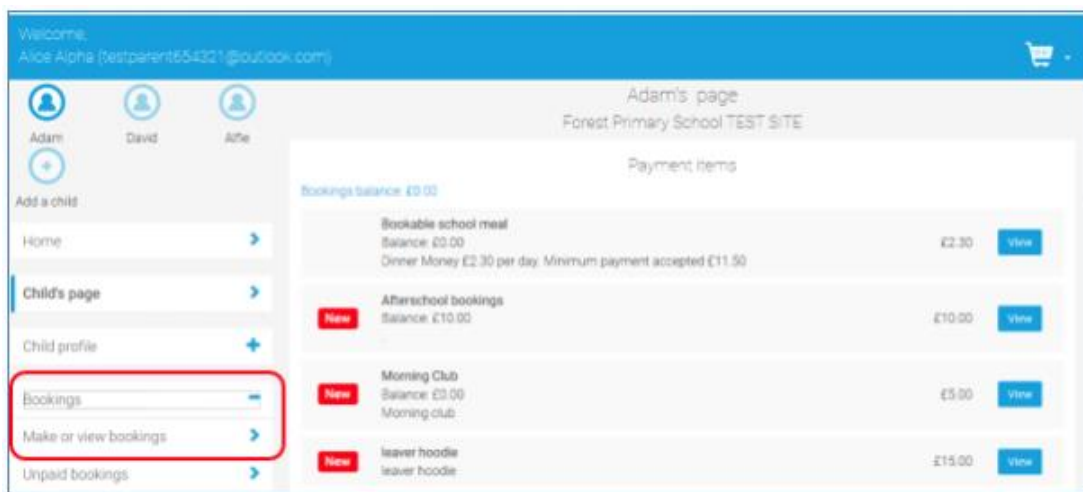
Book meals by midnight on	For Week Commencing
Sunday 31 st December	Monday 8 th January
Sunday 7 th January	Monday 15 th January
Sunday 14 th January	Monday 22 nd January
Sunday 21 st January	Monday 29 th January
Sunday 28 th January	Monday 5 th February
February Half-Term	
Sunday 11 th February	Monday 19 th February
Sunday 18 th February	Monday 26 th February
Sunday 25 th February	Monday 4 th March
Sunday 3 rd March	Monday 11 th March
Sunday 10 th March	Monday 18 th March
Sunday 17 th March	Monday 25 th March
Easter Holidays	
Easter Holidays	

Book meals by midnight on	For Week Commencing
Sunday 7 th April	Monday 15 th April
Sunday 14 th April	Monday 22 nd April
Sunday 21 st April	Monday 29 th April
Sunday 28 th April	Monday 6 th May
Sunday 5 th May	Monday 13 th May
Sunday 12 th May	Monday 20 th May
May Half-Term	
Sunday 26 th May	Monday 3 rd June
Sunday 2 nd June	Monday 10 th June
Sunday 9 th June	Monday 17 th June
Sunday 16 th June	Monday 24 th June
Sunday 23 rd June	Monday 1 st July
Sunday 30 th June	Monday 8 th July
Sunday 7 th July	Monday 15 th July
Sunday 14 th July	Monday 22 nd July
Summer Holidays	

Instructions of how to make menu selection on ParentPay

Please be aware, you will not have this option until Friday 22nd December 2023 – a text message will be sent once the new system is live.

1. Go to www.parentpay.com and log in
2. Select the child you wish to make a booking for
3. Select **Bookings > Make or view bookings**



4. Select the time of day that you wish to make a booking for:

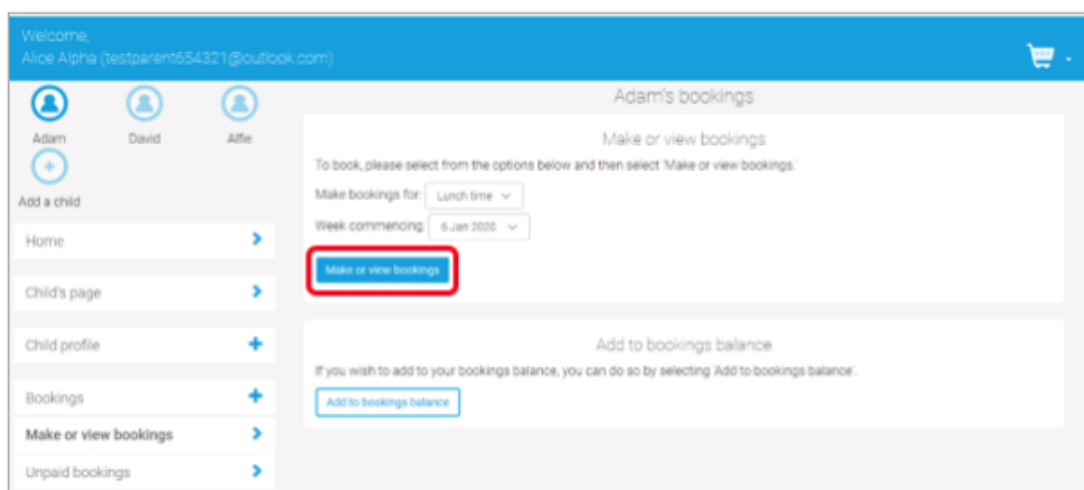
- To book a school dinner, select **Lunchtime**

- To bring a packed lunch from home, select **Home Packed Lunch**

- **Please Note:** if your child is alternating between school dinners and packed lunch from home during the week, you will need to book the lunches on the required days and then go back in and book packed lunches under the 'Home Packed Lunch' section.

5. Select the week to view

6. Select **Make or view bookings**



7. You will then be presented with a booking screen.

Lunch time selection

PLEASE NOTE: When confirming your bookings, any **Payment due** must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.
If your **Payment due** is zero (£0.00), simply confirm bookings and no further action is required.

Previous week **Week commencing 6th Jan 2020** Next week

Mon 6 Jan	Tue 7 Jan	Wed 8 Jan	Thu 9 Jan	Fri 10 Jan
Lisagne with Salad	Roast Beef with Yorkshire puddings	Sweet and Sour Chicken with Rice	Toad in the Hole	Fishfingers with chips
vegetarian lasagne with salad	Quorn Roast	Sweet and Sour Vegetables with Rice	Quorn toad in the hole	veggie fingers with chips
Jelly and ice cream	Jam Roly poly with custard	Chocolate cake	Cheesecake	Treacle tart
Fruit	Fruit	Fruit	Fruit	Fruit
		Clear day	Clear day	Clear day

8. Make the required bookings

9. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

Booking summary

[Show symbols](#) | [Help](#) | [Hide info](#)

Adam Alpha's Lunch time	
Bookings added	3
Bookings cancelled	0
Cost of new bookings	£6.90
Unpaid bookings	£2.30
Payment due	£9.20

Cancel Confirm bookings

WARNING: Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

10. Review the booking summary and select **Confirm booking**.

11. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method

Basket			
Item	Total cost	Edit	Remove
Adam - Bookable school meal	£9.20		

Order summary	
Items:	£9.20
Total:	£9.20
Pay by Parent Account credit:	-£0.00
Amount to pay:	£9.20

Pay by	
	Bank Transfer
	VISA Checkout <small>Tell Me More</small>
Other payment method	
Continue shopping	

Children in Need	
	50p
Tell me more	Add donation

If you have any problems booking your child's school meal, please contact the main office.