



Friday 13<sup>th</sup> November 2020

**IMPORTANT INFORMATION: CHANGES TO PARENTPAY AND ORDERING SCHOOL DINNERS**

Dear Parents/ Carers,

As of Monday 23<sup>rd</sup> November there will be an electronic menu on ParentPay. This means that the onus will be on parents and carers to **ensure you book and pay for school dinners online each week**. Children will no longer choose while they are in school.

We are confident that this will be a much more efficient and effective system as it is currently taking a considerable amount of time for the office staff to collate dinner orders and numbers whilst also trying to recover outstanding dinner debt on individual accounts.

The lunch item can be added to your basket or taken out of your meal account balance. The system **requires you to book in advance providing there is credit on your account and payments will need to be made no later than 9:00am on the day you have chosen**. The electronic menu will be available for you to view and begin making bookings from next Wednesday 18<sup>th</sup> November 2020.

For families who are entitled to free school meals, the system will automatically process this for you and you will not need to make any payment. ParentPay login information will be sent home this week for families who have not previously needed to access it.

Please also see the attached guidance that shows you how to book your child's meal.

Diolch,

Mrs Burke