

Dear Parents and Carers

## School Lunches – New Prices and Booking System

We are writing to inform you that in conjunction with Chartwells, our caterers, we are introducing a new system for ordering children's school lunches from September.

From the start of the new school year, all school lunches will cost £2.65 and will need to be ordered and paid for in advance via your SchoolMoney account, using your existing login details. Each week's menu will be available to see on SchoolMoney so that you can choose what your child would like to have for lunch.

We ask that lunches are ordered before or by the deadline of Friday at 12 noon, for the week ahead (eg order by Friday 1<sup>st</sup> to book lunches for w/b Monday 4<sup>th</sup>). You can order lunches well in advance if you wish, as a number of weeks on the menu will be available to view and book.

Meal choices cannot be changed once they are ordered so it is important that your child is happy with the options they choose. If no lunch has been booked, the school office will telephone home to ask for a packed lunch to be brought in. In circumstances where the Friday deadline is inadvertently missed, please email or telephone the school office to book directly.

### Infant free school meals or KS2 Free School Meals

If your child is in receipt of Free School Meals (either because they are in years Reception – Year 2 or are receiving benefit related Free School Meals in Year 3 – Year 6), please note you will still need to order your meals in advance on SchoolMoney for your child to have a lunch.

### Allergies

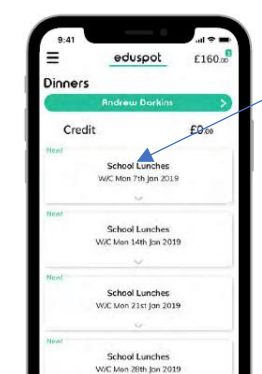
Children who suffer from food allergies can order the lunches they like as usual on the app, and will be safely catered for by the kitchen team who will prepare the allergy-safe variant of the menu, related to their needs.

### How to order and pay

The quickest and easiest way to book and pay for school lunches is through the Teachers2Parent App which can be downloaded onto mobile devices and is compatible with both Android and Apple iOS. You only need to register once and can remain logged on so it can be accessed immediately.

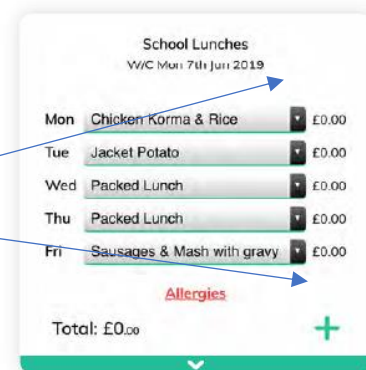
Please see below, details of how the App is used to order lunches:

First of all, log in/open the app:



Once in the lunches section, select the drop-down arrow at the bottom of the week you wish to book.

Each day has a dropdown showing the meal options. Select the meal choice then the green + icon to add to your basket and then continue to checkout to pay for the meals ordered (unless you are entitled to Free School Meals or Universal Free School Meals).



Booking can also be made on a laptop or desktop as follows:

1. Log on to <https://eduspot.co.uk/> and select the SchoolMoney parent login (last option on the list).
2. Enter your login details (a text and email will have been sent to you earlier in the term regarding your password).
3. Click the lunches option then the + sign next to the week that you wish to book.

4. Select the drop-down on the day/s you want to book and choose one of the options available. Once all meals for that week have been chosen, click the Update Booking button in the bottom right hand corner. You can repeat for any other weeks you want to book.
5. Finally, add to the basket, go to checkout and pay for the meals ordered (unless you are entitled to Free School Meals or Universal Free School Meals).

You can check which meals have been pre-ordered by using the Lunches Booked/Meal Selections tab, in the History option.

### **Outstanding Lunch Money**

Please ensure that all outstanding lunch arrears are paid in full before booking meals using the new pre-booking system. Unpaid lunch money is a debt that has to be covered by the school, which impacts on our ability to spend the money on education and support for the children.

We fully appreciate that this is a change to the current system of ordering lunches each day, but will enable our catering team to order the correct amount of food and prevent wastage, keeping the cost of a school lunch as low as possible in light of rising costs.

If you have any queries regarding this new system, or about applying for Free School Meals, please don't hesitate to contact the school office who will be happy to help.