September 2022

Dear Parent/Carer

**ParentPay Pre-ordering of meals - Changes to cut off times and changes to “Free From” menus**

**Changes to cut off times**

We have recently implemented a new meal ordering system to help our school kitchen place accurate food orders and reduce food wastage. In order for this to be successful parents/carers need to pre-order the next week’s meals via ParentPay by the “cut off” deadline.

From the 29th of September we will be implementing a **midnight cut off on Thursdays** for pre-order of meals required for the following week. If all parents/carers pre-order by the cut off then teachers/administrative staff will only need to confirm pupil’s meals as part of morning registration. This will ensure a smooth administration for the school and the kitchen and ensures your child gets the meal you intend.

If you require any help in setting up ParentPay then please contact the school for advice.

**“Free From” meals**

From 24th October “Free From” meals will only be visible on ParentPay to parents whose child has a specific dietary need which has been registered with the school.

If your child does not have a dietary need and you have already pre-booked “Free From” options after 31th October, you will need to rebook these meals. You will receive a message via ParentPay asking you to do this.

We apologise for any inconvenience that this may cause and we appreciate your help and understanding whilst we implement the new system.

Yours sincerely

**Andrew Dix**

**Head of School**