



10th March 2021

Dear Parents and Carers,



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### School meal choices using ParentPay

As you will be aware your child/children currently choose their meals including deserts every morning when the register is completed. With effect from **Monday 15<sup>th</sup> March 2021** we are changing the way children order school meals to reduce the huge amount of administration time both in class and by the office with the current system.

The new system will be an online system with all meal orders need to be chosen in advance by parents using our online payment system ParentPay. The menus have been published on ParentPay and you can add the menu choices for your child for the next 3 weeks which will bring us up to the Easter school holidays. A reminder text will be sent every Friday to order meals for your child for the following week if they have not already been ordered.

This means you do not need to have a set meal pattern for your child, so your child might have a meal on the Monday and Thursday of the first week but on a Monday and Wednesday of the second week as they prefer the menu choice that week, the choice is yours.

It is very important that you log onto ParentPay every week to make the meal choices for the following week. If no meals are ordered, then no meal will be prepared for your child and we will assume they have brought a packed lunch. The cut off time for ordering a meal for that day is 9.30am.

School meals are free in Reception, Year 1 and Year 2 as children are eligible for a universal free school meal and the charge for Years 3 / 4 / 5 / 6 is £2.50 per day, unless they qualify for benefit related free school meals then there will be no charge. If you think you are eligible for free school meals and would like to apply for this, then please email us and we will provide you with the details of how to apply.

Please note that if you pay for school meals in years 3, 4, 5 and 6, you need to pay for the meal in advance when the meal is ordered on ParentPay. Please also ensure it is paid for as per the instructions below otherwise the order will not be placed.

If you need reminding of your log on details or are unable to log onto ParentPay to pre-order the meals please email school on [info@holytrinityce.co.uk](mailto:info@holytrinityce.co.uk) or ring the school office.

We know that sometimes changes can be challenging and present initial teething problems. We will continue to be as flexible as possible and be available to support with this change.

Attached below are the instructions to show you how to pre-order a meal for your child.

Kind regards

Gina Marsland  
Head of School





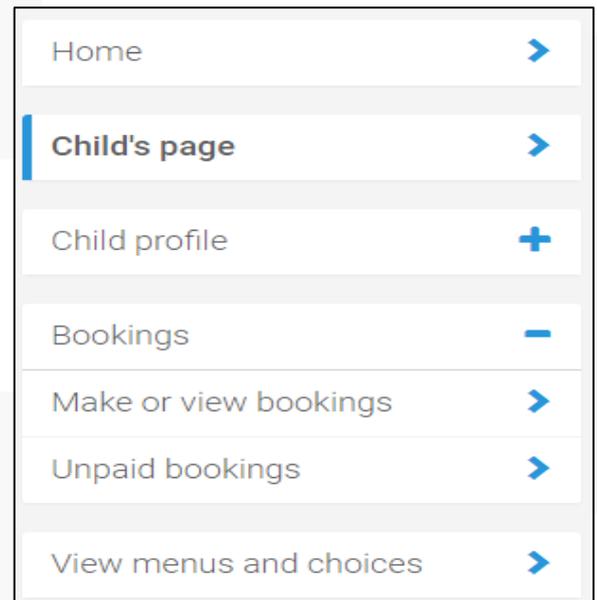
## How to make a meal or event booking.

If your child's school makes use of the ParentPay booking service, you will be able to book your child's meals in advance. This helps the school minimise food waste, and reduce administrative burden on the school staff.

To use the booking feature, select the child you wish to view. The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device).

### Making bookings

1. Go to [www.parentpay.com](http://www.parentpay.com) and log in
2. Select the child to make bookings for
3. Select '**Book meals and places**' then '**Make bookings**'
4. 'Make bookings for' – KS1 will say lunchtime, KS2 will say morning - this is pre-set, all meals will be served at lunchtime!
5. Select the week to view
6. Select **Make or view bookings**



To book, please select from the options below and then select 'Make or view bookings.'

Make bookings for:

Week commencing:

[Make or view bookings](#)

You will then be presented with a booking screen.

Menu selections: Book a meal by selecting from the menu choices shown. You will choose a main course and a dessert.



## 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 11th Jun 2018**
[Next week](#)

Mon 11 Jun	Tue 12 Jun	Wed 13 Jun	Thu 14 Jun	Fri 15 Jun
Cottage Pie ✓	Roast lamb and mint sauce ✓	Lasagne ✓	Sausage and mash ✓	Pepperoni pizza and chips ✓
Mushroom risotto	Cheese and tomato pasta bake ✓	Red pepper quiche	Lentil, butternut squash, and spinach curry	Cheese and tomato pizza and chips
Jacket Potato with a choice of fillings ✓	Jacket Potato with a choice of fillings			
Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables
Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar
Cherry flapjack ✓	Jam sponge and custard ✓	Iced gingerbread ✓	Strawberry mousse ✓	Chocolate chunk cookie ✓
Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt
<a href="#">Clear day</a>	<a href="#">Clear day</a>	<a href="#">Clear day</a>	<a href="#">Clear day</a>	<a href="#">Clear day</a>

7. Make the required bookings

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

Oliver Hillier's Lunch time	
<b>Bookings added</b>	5
<b>Bookings cancelled</b>	0
<b>Cost of new bookings</b>	£10.50
<b>Unpaid bookings</b>	£0.20
<b>Payment due</b>	<b>£10.70</b>
<a href="#">Cancel</a>	<a href="#">Confirm bookings</a>



**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 and no meal will be ordered for your child.

9. Review the booking summary, and select **Confirm booking**.

10. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by card or Visa Checkout by selecting the appropriate option

Basket		Order summary	
Item	Total cost	Edit	Remove
Oliver - School meal bookings - Green Meadows	£10.70		
		Items:	£10.70
		Total:	£10.70
		<b>Pay by Parent Account credit:</b>	<b>-£0.00</b>
		<b>Amount to pay:</b>	<b>£10.70</b>
Pay by			
			<a href="#">Other payment method</a>
<a href="#">Tell Me More</a>			
<a href="#">Continue shopping</a>			

**NOTE:** Free school meals (FSM) and Universal infant free school meals for Reception, Year 1 and Year 2 (UIFSM) are automatically calculated and will reduce the value of the payment due where appropriate.

**Bookings must still be confirmed to ensure that they are registered on the school's system. Without a confirmed booking no meal will be ordered and a packed lunch will be needed.**