MOUNT CHARLES SCHOOL

A COMMUNITY PRIMARY SCHOOL FOR CHILDREN AGED 4 - 11

Mrs. C. Bunting HEADTEACHER



Wednesday 14th July, 2021

Dear Parents and Carers,

Re: New school dinner ordering system.

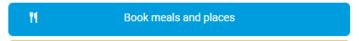
From September we will be using a new system for ordering school dinners. School meals must now be ordered in advance through ParentPay. This will enable our morning registration process to be streamlined and our catering provider to reduce food waste.

Please note, <u>all children</u> wanting to have a school meal must book their meal through ParentPay, even children in receipt of Free School Meals and Universal Infant Free School Meals.

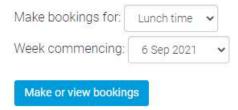
School meals will need to be booked by midnight on the Sunday for the week ahead. For example, meals for the week commencing Monday 6th September, will need to be made by midnight on Sunday 5th September. If you miss the booking deadline, you will need to provide a packed lunch for your child. If your child is absent on a day a booking has been made, the school office will cancel the order and a credit will held on their account.

To book a meal:

- 1. Log into ParentPay.
- 2. Click on 'Book meals and places' underneath your child's name.



3. Choose the week you would like to make dinner bookings for from the 'week commencing' drop down, then select 'Make or view bookings'.



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4. Select your child's menu choice for each day that they would like a school dinner.



5. Scroll down and click 'Confirm Bookings'. This will take you to the page for making payment for your child's meal booking. (Free School Meal and Universal Free School Meal charges will automatically show as £0.00)

Please let the school office know before the end of term if you need help logging into ParentPay. If you have any questions, please email enquiries@mount-charlessch.org.

Yours sincerely

Claire Bunting Headteacher