



25th March 2024

Dear Parents/Carers,

After reviewing responses from last year's Annual Parent Carer Survey, there was a clear indication that parents were keen for there to be more flexibility with school dinners. Indeed, we agree that this would be beneficial in children enjoying their lunchtime food options more and food waste being reduced. As such, we have been working on this adaptation for some time. I am sure you will appreciate that the introduction of free school meals for all Key Stage 2 children needed to be embedded first. We are now delighted to inform you that, in conjunction with ParentPay and Cypad, we have been able to create a booking system where parents are able to 'pre-order' school dinners via ParentPay. **This allows for flexibility to 'pick and choose' days, on a weekly basis, that your child will have a school dinner.**

The new booking system is being integrated into ParentPay on Wednesday 27th March and from the following day, you will be able to pre-order school dinners ready for **Monday, 15th April.**

Please note the following:

- School dinners can be pre-ordered 10 calendar weeks in advance.
- The **cut off time** to pre-order for the following week is **12 noon on the Thursday** (e.g. please book by Thursday 18th April for week commencing 22nd April).

For more information on how to pre-order school dinners, please click [here](#) to watch Cypad's instructional video. **We strongly encourage all parents to watch this in readiness for the new term.**

If your child receives an 'Allergy/Intolerance Menu' from Caterlink, please know that this has been inputted into ParentPay and assigned to your child.

If for any reason you are unable to access your ParentPay account, it is imperative that you contact the school office by 27th March as **we will assume your child is having a packed lunch if no pre-order has been made.**

We appreciate it may take time to adjust to this new booking system so please do contact us if you have any issues and/or queries.

Kind regards,

Louise Wood

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Headteacher**



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