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Dear Parents and Carers

New hot takeaway menu after October half term – Advanced bookings online only

Thank you for supporting our online advanced booking system for school lunches, it is going really well. As the cold weather approaches, we have been working hard with our Catering team to offer a hot takeaway meal. This will begin after half term. The hot takeaway style option **will replace** the cold deli style menu.

There will be a three week rolling menu which can be viewed on our website:

<https://stmarysprimary.org/day-to-day/#schoollunches>. It can also be viewed on the calendar page of Scopay.

ONLINE BOOKINGS ONLY FOR SCHOOL LUNCHES (all years)

To assist our Caterer with planning, **all school lunches including those for infant children must be ordered online using Scopay**. The Caterer will only prepare lunches from the online bookings. We will not be able to provide a school lunch for your child, if you have not pre-ordered on Scopay.

If you have not pre-booked a school lunch for your child, please send them in with a packed lunch.

Dinner money accounts must be in credit for meals to be booked. This applies to Years 3 to Year 6. There is no charge for Year R to Year 2. However, these **must** still be pre-booked through Scopay.

How do I book a school lunch online?

Please note code changes: 'H' for main hot takeaway and 'V' for vegetarian option

- Log on to Scopay with your email and password.
- Make your payments for school lunches
- Select the 'order meals' button underneath the dinner money section
- This will take you to the 'Dinner Money Calendar'
- Select the appropriate date on the calendar and select the appropriate meal choice which is **H for the main hot takeaway option and V for the vegetarian option** and click OK.

When booking for Year R to Year 2, you will see a cost showing of £2.40 as the meal has to have a value but **you will NOT be charged**, your booking will get populated on to the lunch register for the relevant days that you book.

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Bookings may be made up to 24 hours in advance.

Any children with special dietary requirements will be catered for. If your child has any dietary requirements and you have not advised us, please complete and return the attached dietary form.

The cost of a school lunch is currently £2.40 for children in **Year 3 to Year 6**. The government has committed to providing free school meals for children in **Year R to Year 2**. This scheme is due to continue for the 2020-2021 Academic year.

If you think you are eligible for free school meals, please follow this link for the application form.

<https://stmarysprimary.org/day-to-day/#freeschoolmealsandpupilpremium>

If you need help using the system then please contact the school office (by email if possible) and we will be happy to help you get up and running.

Once again thank you for your continued support.

Yours sincerely



Sarah Lewis
Head Teacher

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