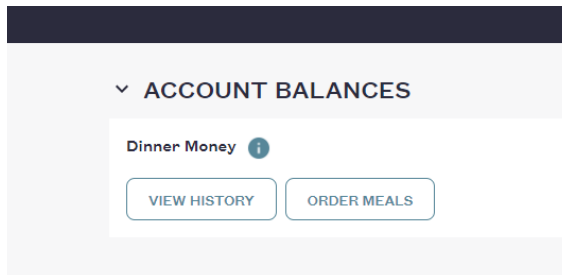


Dear Parents and Carers

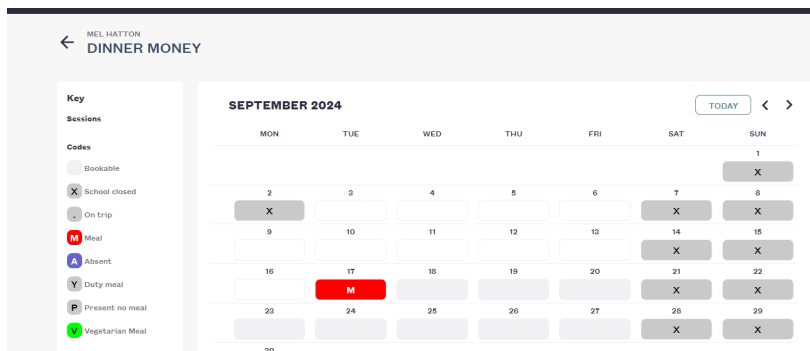
As some of you are aware we have been having difficulties with booking school meals via email. May I take this opportunity to apologise for any inconvenience caused due to these technical difficulties. In response, we have reviewed our procedures, and I am delighted to inform you that you can now order all your child's meals online via Scopay.com. This will allow you to place an order right up until half term in one go and all meal options are populated so that you can see the meals you are ordering for each day. We hope this will be more accessible for you and your child.

Log in details to Scopay have already been sent out to you. Below are the instructions to help you to book school meals. Please note that from 24<sup>th</sup> September using Scopay will be the **ONLY** method of ordering a school lunch. No orders will be taken by email or in person at the school office. If you need any help to get started, please let us know and we will be happy to help.

When you login to scopay.com you should see the following screen



If you click on order meals, you will be able to click into a day on the calendar and order either a Meat **M** OR A Vegetarian Meal **V**, where the choices for both options will be displayed. If you are in receipt of Free School Meals or Universal Free School Meals (Reception to Year 2 only) the system will know that no payment is required, however, if you pay for your children's meals it will not allow you to order any meals unless your account balance is up to date and there are sufficient funds to do so.



Our meals are ordered every Tuesday, and so meals must be booked in advance and no later than a Tuesday lunchtime for the following calendar week.

E.g. Last day to order a meal for:

- 24<sup>th</sup> Sept – 30<sup>th</sup> Sept is Tuesday 17<sup>th</sup> Sept at 12pm
- 1<sup>st</sup> Oct – 7<sup>th</sup> Oct is Tuesday 24<sup>th</sup> Sept at 12pm
- 8<sup>th</sup> Oct – 14<sup>th</sup> Oct is Tuesday 1<sup>st</sup> Oct at 12pm
- 15<sup>th</sup> Oct – 21<sup>st</sup> Oct is Tuesday 8<sup>th</sup> Oct at 12pm
- 22<sup>nd</sup> Oct – 25<sup>th</sup> Oct and 4<sup>th</sup> Nov – 11<sup>th</sup> Nov is Tuesday 15<sup>th</sup> Oct at 2pm

I hope you agree that this will simplify our meal booking system for us all. If you have any questions or require help to log in, please do not hesitate to contact us.

Yours sincerely

Mrs A Rourke