



St George's School Bourton

A Church of England School

*work together, play together
learn together ... shine!*

Church Track
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Headteacher: Mr Michael Salisbury

1st December 2015

Dear Parents/Carers,

Re: Spring 1st half-term Meals

Meal orders must now be made on ParentPay. To use this system you will need to log in with the details sent to you on Tuesday 10th November. The menu for the first half term is now live.

From January 2016 on ParentPay ALL menus will be published half termly. You will be able to book and pay for as many meals as you would like over this period at one time (e.g. half termly, monthly, weekly etc.). We understand this can be expensive in one go which is why parents will have the option to order and pay for meals for as many weeks as you would like over the half term. **However, you will need to book and pay for meals at least one full week in advance so that the orders can be included in the final figures for the following week.**

The cut off for ordering lunches will be on the Sunday the week before (e.g. Sunday 6th December cut off, when menu starts Monday 14th December). However, over a holiday period we will need all orders by the Sunday before we break up, so **for the weeks beginning Monday 4th and Monday 11th January orders need to be placed by Sunday 13th December.** The advantage with this system is that if you forget to order your child's lunch they will only miss a week of school meals.

Due to the difference in the cost of the meals and the amount paid to us for UIFSM and income based FSM parents will see a cost of 10p per meal ordered. Please ignore this charge and we will credit your account to balance this amount on a regular basis.

As this is the first menu we will send you a text to confirm that we have received your order, if you haven't had this within 2 days of ordering please contact us for confirmation. If you are not able to access ParentPay at home we are happy for you to come into school and use a computer, please ask.

This system is new to us and you so if you have any questions please do not hesitate to ask at the office and we will try to help you. We will let you know when the new half term menu for February/March is available on ParentPay.

Yours Sincerely

M. Salisbury