



12<sup>th</sup> February 2020

Dear Parent/Carer

**ParentPay**

From Monday 2<sup>nd</sup> March 2020 we will be introducing an online payment system for school dinners. We would like as many parents to sign up to use this system as possible.

A letter is going home today with the link to ParentPay along with a username and password so you can set up your account. This can be done immediately and [you can go online now and start booking dinners from the 2<sup>nd</sup> March onwards](#). Dinners can be booked and paid for up to the end of term 4, when the new Summer Menu will come into force.

You can also book and pay for a dinner [up until 9am on the day](#). So if your child would like to book a meal on a Monday you can go into ParentPay and book and pay for that meal up until 9am on the Monday.

For parents whose children are eligible for free school meals, you will still need to register with ParentPay and go in and book the meals your child would like. There will be no charge for the meals but it lets the kitchen staff know who will need a dinner on that day.

For Year 6 children wanting a baguette on a Thursday – the baguette won't show as a menu option so you should just book a meal on that day as normal then your child should request a baguette when the teacher asks about dinners during registration.

There is lots of help and advice on the link below to show you how to set your account up and how to book meals.

[https://www.parentpay.com/DOCH/school-support/index.html?page\\_id=77.html](https://www.parentpay.com/DOCH/school-support/index.html?page_id=77.html)

Should you have any further queries please do not hesitate to contact the school office.

Yours faithfully,

Mrs Dutch

Families & Community Manager