

Longman's Hill Community Primary School
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Headteacher: Mrs J Elcock
Chair of Governors: Mrs S Porter

Longman's Hill Primary School is a NUT FREE School

"GROWING HEARTS AND MINDS TOGETHER"

7th October 2022

Dear Parents/Carers

Meal Booking

In our continued drive to save paper and printing costs and to streamline our meal provision, we are extending our e-payment system. This will enable you to pre-book your child's meals through your ParentPay account. With effect from the end of October no paper copies of menus will be available from school; you will only be able to access these via the school website and ParentPay. However, to help with the transition we are asking that you consider using the system as from Monday, with paper menus as back up for the final two weeks of this half term. Meals for your child may be booked up to four weeks in advance. **You will no longer be able to order a school dinner on the same day it will be eaten**. Payment must be made at the time of booking all meals.

Making a payment through ParentPay is very straightforward. Once you have activated your account you can use this account to make online payments for a variety of items i.e. lunches and trips. Even if you do not currently need to pay via ParentPay for lunches e.g. because your child is receiving Universal Infant Free School Meals/benefit related free school meals, please still activate your account as this is the platform for booking your child's meal choices.

If you have not yet activated your ParentPay account and need your login details please contact the school office and please do not hesitate to contact us if you have any issues at all with activating or using your account.

For further help see the website below for a video guide to the meal booking process.

<https://parent-support.parentpaygroup.com/hc/en-gb/articles/6265244826257--VIDEO-How-to-book-a-meal>

Thank you

Mrs J Elcock
Headteacher

