

2nd July 2019

Dear Parents and Carers',

Re: Changes in School Lunches

We will be implementing some changes from **September 2019** regarding the way that we operate school lunches for the **whole school**. At the moment, children that opt in for school lunches are put on the system daily, automatically, by using the registers taken in class.

From September 2019, the school will no longer have autonomy over this, it will become the parent/carer's responsibility to choose the days that you would like your child to have a school lunch through SCOPAY. Families who already book their children in to use our extended services, will be fairly used to this system as it is exactly the same for lunches. Once choices have been made, they will be confirmed via the registers taken in school.

To do this, you will need to have an online code, which can be printed off for you in the school office, if you do not already have one. You will then need to log on to your child's SCOPAY account and make any choices for their lunches through the online calendar. Choices can be made up to 7 days in advance and amended up to a day before the school day.

Please note that unless your account is in credit, or your child is eligible for free school meals, you will not be able to book a lunch for your child. We would therefore kindly ask you to ensure that all outstanding balances are paid **in full by Friday 19th July.**

If you have any queries regarding how to use the system, please do feel free to come into the office so we can assist you.

Thank you in advance for your cooperation,

Yours sincerely,
Ms. A. Parker
Lead Headteacher