

Hot School Meals and How to use ParentPay



The hot school meals at St Andrew's CE Primary School are provided by Thornford Primary School. The ordering system they use is via an online payment and ordering website called ParentPay. Once your child has started at St Andrew's a login and password will be generated enabling you to create an account. Once you have created an account you will be able to select the meals your child would like and the days you would like your child to have hot school meals. There is a choice of 2 - 3 main meals, including a vegetarian option and 2 - 3 choices of pudding each day. If a class trip has been organised after an order has been placed your order will be transferred to a packed lunch for the trip. If you would prefer to provide your child with a packed lunch from home you are welcome to do this instead of placing a ParentPay order.

Children in Reception (EYFS) and Key Stage 1 are currently entitled to free school meals. If you have a child in KS2 you can still use the Thornford ParentPay scheme and provide your child with hot school meals but you will need to pay for the meals yourself, **unless** you are entitled to Pupil Premium. Please ask for information about this.

- Normally only one month is available in advance - the next consecutive month.
- **You need to place your ORDER BEFORE THE 20th of the current month** for the following month's orders, e.g. order by October 20th for all November's meals.
- **After the cut-off for orders on the 20th of the month ParentPay removes the ordering facility and NO FURTHER ORDERS or amendments can be made.** ParentPay assumes if an order has not been placed by the cut-off date that parents/carers have chosen to provide their child with a home packed lunch.
- When a month is interrupted by a holiday - half term, Easter, Christmas; or, when the term ends before the 20th of the month, Thornford School may ask you to order well before the 20th of the month.

HOW TO PLACE AN ORDER:

Go to: <https://www.parentpay.com>

Login: using the username and password which will be given to you once your child has started school.

Home Page **use the Dropdown arrow in the centre of the Home Page.**
(**Don't** use the 'Next' button on the right of the page - not all the available days will be seen).

Select the day/s you would like your child to have a hot school meal.

Click on the meal option your child would prefer for each day.

Continue selecting days and meal options until you've selected all the available days or you require.

Log out. We strongly advise you to log back in to double check that the order has worked.

Many thanks,

Thornford Primary School, 01935 872706