



The Firs Lower School, How to make a meal booking

To All Parents and Carers,

From September 2020, The Firs Lower School will be moving to a pre-booked school meals service, to be paid for in advance, through our e-payment provider ParentPay.

This is a system that is already in use in a number of other schools, and with the current Covid situation, having pre-booked meals will assist our caterers, Caterlink, to prepare hot school meals to order each day and deliver to the classrooms in prepared lunch pots for the children to enjoy.

Using ParentPay, you will be selecting from the main course options, 1 or 2, from our lunch menu. In addition, all children with bookings will be given the vegetables and dessert of the day.

We require block bookings to be made per half term, for all Year Groups (Saplings through to Year 4), regardless of whether or not you are eligible for Free School Meals.

When placing your booking, **if your child is Saplings, Year 3 or Year 4**, when you have made your selection and 'Confirmed Booking' you will be prompted to check out and make payment within 2 hours, if payment is not made your booking will be cancelled. The charge per day for a meal will be £2.20 from September 2020

If your child is Year R, Year 1 and Year 2 or on Free School Meals, your booking will be completed when you 'Confirm Booking', with no request for payment.

In future, please make your bookings a week before the start of each half term. If you have not made a booking, please send your child in with a packed lunch.

Any booked meals that are not taken, either due to illness or circumstances, can be cancelled by the school, and a credit will be rolled over to the next term, or a refund can be issued.

If you have any problems using this system, please contact the school office for assistance.
office@firslower.org

Please find attached instructions to assist when making your bookings.

Kindest Regards,

The Firs School Office Team.

Adam J.G Campbell (Headteacher)

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