



# BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Serving the communities of Brinkworth and Dauntsey

Headteacher: Mrs L Hilliard

**Believe to Achieve! "Roots will grow down into God's love and keep us strong" EPH 3:17**

July 2020

Dear Parents/ Carers,

## **School Lunch Orders for Term 1 – September/October 2020**

Bookings and selections are now available for Term 1 on ParentPay. Don't forget to order your child's meals for Term 1 by **Monday 24<sup>th</sup> AUGUST 2020** to avoid missing the order deadline for the first week back after the summer break. If you miss the order deadline, please provide your child with a packed lunch for the first week back. Tuesday 1<sup>st</sup> September 2020 is a TD day, so children will return to school on Wednesday 2<sup>nd</sup> September 2020.

All lunch options will be available for you to view on ParentPay when you book your child's meal.

To order meals for your child log in to ParentPay and go to the **"Make bookings"** tab, select the appropriate week, select which days your child would like a meal **and click "Save" at the bottom of the page**. You can cancel meals by clicking again on the meals selected. You may order for the full term or a week at a time but please be aware that, as always, **orders must be received by 9.00am Monday for the following week**. The system has been set up so that the parents of children in KS1 who receive Universal Infant Free School Meals (UIFSM) and any other children entitled to Free School Meals will not be charged **but you will still need to activate your account and order meals as set out above**. We have had a few occurrences of parents selecting the meals but not saving their changes which has resulted in children being missed off the lunch register. To confirm your selections or if you are unsure about what you have ordered you can check back through the "Bookings" tab of your ParentPay account at any time.

Please note that if, for any reason, you need to cancel ordered meals, after the Monday deadline, you must email [lowerschool@brinkwortheardanbys.wilts.sch.uk](mailto:lowerschool@brinkwortheardanbys.wilts.sch.uk) at least a day before. This is to ensure that the correct number of meals are prepared on the day. If you have booked your child onto a sporting event or school trip the office **will not** automatically cancel the meals unless asked to do so. Credit will be issued for meals which have been appropriately cancelled and will be applied back onto your Parentpay account.

If you have any issues or questions about account activation, meal selection or payment please do not hesitate to contact a member of the Admin Team.

Kind Regards,  
The Kitchen Team

Upper School, School Hill, Brinkworth, Chippenham, Wiltshire SN15 5AX Tel: 01666 510406 Fax: 01666 510958

Lower School, Dauntsey Green, Chippenham Wiltshire SN15 4HU Tel: 01666 510311

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