



Uffculme Primary School

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15th July 2019

Dear Parents/Carers,

Meal Manager on Parent Pay

In the Autumn Term, we are moving to a new online school meal ordering system called Meal Manager on Parent Pay which will enable you to pick your own choices for you children under the ParentPay website either through your computer, a smartphone web browser. The aim is to ensure we reduce inconsistencies that we have had in our existing system and increase the overall efficiency. The move is taking place over the summer holidays.

We are aware that there is going to be a period of transition with the system so for the first fortnight, to ensure all the children get their ordered school meals, we will continue with the manual data input system so please can you ensure that you return the menu which you have already had for the first 4 weeks of the Autumn Term.

From 1st September, however, it will no longer be the office who order/amend/input your child/ren's dinner choices as this responsibility will now be yours.

When you log into ParentPay after 5th August (or possibly earlier), you will find a new button called 'Book a Meal'. This will take you to a menu for each week where you can just click on the option you want for both meals and puddings. The meal is secured **only** when there are sufficient funds to cover your choice, up to a debt limit set of £23.00 (which is roughly equivalent to 2 weeks dinners). When this limit is reached, you will not be in a position to order a dinner until more funds are made available as this option will be greyed out.

In the first week back in September, on Wednesday 4th, Thursday 5th and Friday 6th, we will provide administrative support for you either to come into school for us to show you the system, or we can provide telephone support. Please bear in mind, you will need to have your ParentPay login details as for data protection reasons, we cannot.

We have uploaded some parental guides for your information onto the school's website on the ParentPay page in the parents section. Orders will need to be placed in advance or 8:30am on the day of the meal, otherwise they cannot be ordered.

Please check your emails during the holidays as we will be sending emails with further information as it happens.

Yours sincerely,

Alison Watmore
School Administrator