



Ivy Lane School

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Head of School: Mrs Helen Lammin (BSc Hons QTS)

13th October 2020

Dear Parents/Carers

Re: School Dinner Booking System

Further to my letter dated 16th July, I am pleased to inform you that we are now in a position be able to launch the school dinner booking system which will take effect after the half-term holiday.

With effect from Tuesday 3rd November 2020, all meals must be booked and paid for at the time of booking via the SchoolMoney system using your existing login details. **Meals will need to be ordered at least a week in advance by midnight on a Sunday.** For example, if you are booking meals for week beginning Monday 16th November, online booking must be made by midnight on Sunday 8th November. Weekly text and email reminders will be sent advising when the cut-off date is approaching. **No further meals can be booked once that cut-off date as expired.** You also have the option to book meals more than one week in advance if you wish to do so.

To ensure that our catering team have sufficient time to place orders before half term, please ensure all meals for week commencing 2nd and 9th November are booked by Monday 19th October.

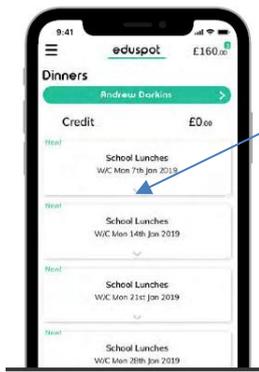
IF YOUR CHILD IS ELIGIBLE FOR FREE SCHOOL MEALS OR A UNIVERSAL FREE SCHOOL MEAL (YR, Y1 AND Y2), BOOKINGS MUST STILL BE MADE IN ADVANCE ONLINE.

Please ensure that you sit down with your child and discuss the menu before booking meals. Dinner registers will still be taken during morning registration to check that children have either booked a school dinner or have a packed lunch from home. Meal choices cannot not be changed by the class teacher so please ensure that your child is happy with the option booked. We will be making phone calls home asking for a packed lunch to be brought into school, if a meal has not been booked in advance.

The quickest and easiest way to book and pay for school dinners is through the Teachers2Parent App which can be downloaded onto mobile devices and is compatible with both Android and Apple iOS. We recommend that parents download this App if they can. You only need to register once and you can remain logged on so it can be accessed immediately.

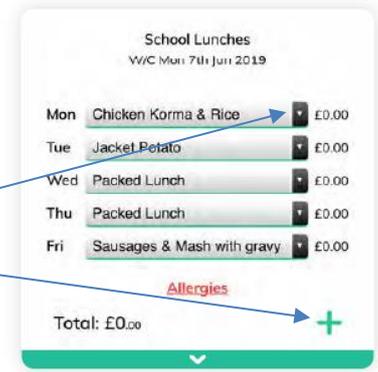


See diagrams below showing how the App can be used:



Once in the Dinners section, select the drop down arrow at the bottom of the week you wish to book.

Each day has a dropdown showing the meal options. Select the meal choice then the green + icon to add to your basket and then continue to checkout to pay for the meals ordered (unless you are entitled to Free School Meals or Universal Free School Meals).



Booking can also be made on a laptop or desktop as follows;

1. Log on to <https://eduspot.co.uk/> and select the SchoolMoney parent login (last option on the list).
2. Enter your login details – a text and email was sent earlier in the term regarding your password.
3. Click the Dinners option then the + sign next to the week that you wish to book.
4. Select the dropdown on the day/s you want to book and choose one of the options available. Once all meals for that week have been chosen, click the Update Booking button in the bottom right hand corner. You can repeat for any other weeks you want to book.
5. Finally, add to the basket, go to checkout and pay for the meals ordered (unless you are entitled to Free School Meals or Universal Free School Meals).

You can check which meals have been pre-ordered by using the Dinners Booked/Meal Selections tab in the History option.

Please ensure that all outstanding dinner arrears are paid in full before booking meals using the new pre-booking system.

I appreciate that this is a change to the current school dinner system, however it will enable our catering team to order the correct amount of food and prevent wastage.

If you have any queries regarding this new system, please don't hesitate to contact the school and the office staff will be more than happy to help.

Yours sincerely

Mrs H Lammin
Head of School

