



Ivy Lane School

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

23rd February 2021

Dear Parents/Carers

Re: School Dinner Booking System

Further to the Government's announcement that all children will be returning to school on 8th March 2021, I just want to remind you that school dinners must be pre-booked using the system that was introduced in November 2020.

The system has been a great success and many parents have said how easy the app is to use. The kitchen staff now have meal numbers in advance, which has enabled the correct ordering of food as well as assisting in daily food preparation.

As stated in my previous letter, 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 8th March, online booking must be made by midnight on Sunday 28th February. 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.

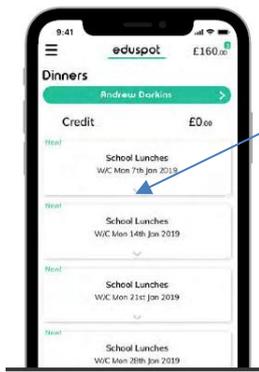
IF YOUR CHILD IS ELIGIBLE FOR FREE SCHOOL MEALS OR A UNIVERSAL FREE SCHOOL MEAL (YR, Y1 AND Y2), BOOKINGS MUST STILL BE MADE IN ADVANCE ONLINE.

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.

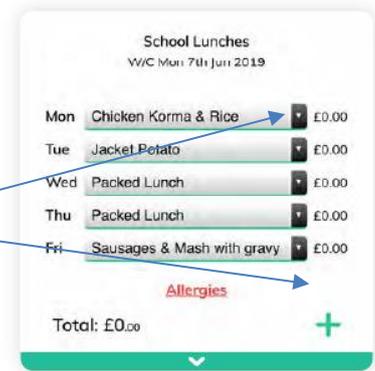


See diagrams below showing how the App can be used:



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. **You must go through to the checkout even if your child is entitled to Universal Free School Meals (YR, Y1 & Y2) or**



Free School Meals, otherwise the meals will not register on the system.

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 and go to checkout. **You must go through to the checkout even if your child is entitled to Universal Free School Meals (YR, Y1 & Y2) or Free School Meals, otherwise the meals will not register on the system.**

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

If you have any queries regarding the 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

