



BEACON PRIMARY ACADEMY

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Changes to meal bookings - now on Parent Pay – IMPORTANT PLEASE READ!

Dear Parents/Carers

There are some important changes being made to the way in which schools cater for the children as a direct result of Natasha's Law which recently came into force. Natasha's Law requires food for sale to be fully labelled with all ingredients and allergens, including food produced and sold within schools.

With this in mind, Greenwood Academies Trust have introduced some changes and ALL meals will now need to be booked via Parent Pay. This will start in Term 5 w/c 18th April.

From the parents/carers point of view it will look different to the previous form but please note the changes being:

- Parents/carers will be able to access full ingredient and allergen information for every meal they book.
- You will not be able to remove items from a sandwich choice ie- ham and cucumber, you will not be able to request 'no cucumber'.
- Pudding will need to be selected as well as the 'Main' option.
- Parents/carers of children with an allergen will not be able to accidentally book a meal which contains their child's known allergen – the system will not allow it. I have collated this information from a form previously sent, however if you need to update this, please let Mrs Crow know as soon as possible.
- Parents/carers will need to pre-order meals a week before (and pay at the point of ordering if applicable) – the cut-off date for orders each week will be Sunday midnight e.g. - book by Sunday 27th March for week commencing the 18th April (this is taking the holiday into account). You will not be able to book after the cut off and I won't have access to add a meal for your child.

We will be starting to transition to the new system and for this reason this is the step-by-step impact for parents.

- From the week commencing 21st March you will be able to book meals for the week commencing 18th April (and pay at the point of ordering if applicable). **These will need to be booked by Sunday 27th March, midnight.** If a meal is not booked and paid for if applicable, you will need to provide your child with a packed lunch for that week.
- You will only need to book one week in advance, weekly text reminders will be sent with the cut off dates.
- Any bookings must be confirmed and (if required) paid for within **2 hours of selecting them.** **Failure to do so will result in the bookings being automatically cancelled.**

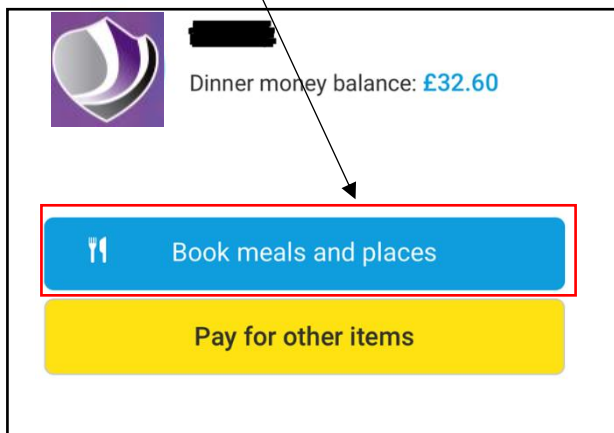
Moving forward, it will be essential that meals are all pre-ordered due to Natasha's Law. This means the kitchen will no longer be able to provide meals to children who do not have one pre-booked. We have always tried to

accommodate but this will no longer be allowed. It is very important you choose meals that your child will eat as we will not be able to give them an alternative like we can currently.

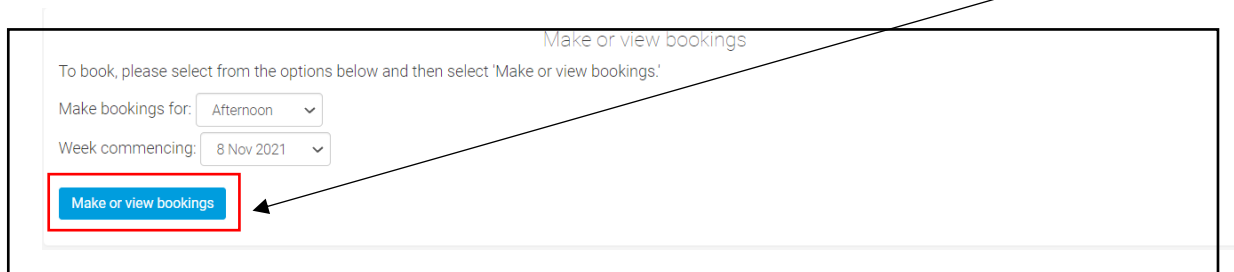
Attached is a parental guide on how to book meals.

Parent Pay – How to Pre-Order your child’s meal choices From 21st March 2022

1. Go to www.parentpay.com and log in.
2. Select the child to make bookings for, this will bring you to your Payment Items (see below).
3. Click ‘Book Meals and Places’ .



4. Choose which week your are booking your childs menu for then click make or view bookings.



5. Menu selections: Book a meal by selecting from the menu choices shown.

Please note if your child has a food allergen (provided to school under Natasha’s Law) and the ingredient is present in any meals provided by school, you will NOT be able to order that meal and the option will be greyed out.



Lunch time selection

PLEASE NOTE: When confirming your bookings, any **Payment due** must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.
If your **Payment due** is zero (£0.00), simply confirm bookings and no further action is required.

Previous week **Week commencing** [redacted] Next week

Mon 11 Jun	Tue 12 Jun	Wed 13 Jun	Thu 14 Jun	Fri 15 Jun
Cottage Pie ✓	Roast lamb and mint sauce ✓	Lasagne ✓	Sausage and mash ✓	Pepperoni pizza and chips ✓
Mushroom risotto	Cheese and tomato pasta bake ✓	Red pepper quiche	Lentil, butternut squash, and spinach curry	Cheese and tomato pizza and chips
Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings	Jacket Potato with a choice of fillings ✓	Jacket Potato with a choice of fillings
Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables	Seasonal Vegetables
Salad Bar	Salad Bar	Salad Bar	Salad Bar	Salad Bar
Cherry flapjack ✓	Jam sponge and custard ✓	Iced gingerbread ✓	Strawberry mousse ✓	Chocolate chunk cookie ✓
Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt	Fruit and yoghurt
Clear day	Clear day	Clear day	Clear day	Clear day

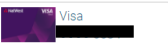
6. Make the required bookings.

7. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red
WARNING: Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

Oliver Hillier's Lunch time	
Bookings added	5
Bookings cancelled	0
Cost of new bookings	£10.50
Unpaid bookings	£0.20
Payment due	£10.70
Cancel	Confirm bookings

8. Review the booking summary and select Confirm booking.

9. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by card or Visa Checkout by selecting the appropriate option.

Order summary	
Items:	£10.00
Total:	£10.00
Pay by Parent Account credit:	-£0.00
Amount to pay:	£10.00
Pay by	
Bank Transfer	
	
Change	
Other payment method	
Continue shopping	

10. If you have any questions, please don't hesitate to contact Mrs Crow in the office.