



St. Matthew's C. of E. Primary School with Brunel Nursery School

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Dear Parents and Carers

7th January 2022

Pre-Order and Pre-Pay School Meals

I refer to our recent letter advising that we are proceeding to the next step to allow parents and carers of **ALL** Infant and Junior children to choose meals using the [Eduspot](#) App or [School Money](#) online. Using the App is the easiest way so we would encourage all parents to download the App as soon as possible. Please contact the office if you need any help.

I am pleased to advise that the system goes live on Wednesday 12th January 2022 and you will have one week to 19th January 2022 to pre-order and pre-pay via your existing account for meals served from Monday 31st January 2022.

The timeline below will help you understand how the system will work for you and for us:-

FOR ALL MEALS SERVED MONDAY 31ST JAN 2022 TO FRIDAY 4TH FEB 2022

DATE	WHO TO ACTION	WHAT TO DO
Before the end of Tues 11 th Jan 2022	Parents/Carers	Clear any outstanding arrears in full
Wed 12 th Jan 2022	Parents/Carers	System is live, you can now pre-order and pre-pay for meals
Wed 19 th Jan 2022	Parents/Carers	Last date for pre-ordering meals that are to be served week commencing 31 st Jan 2022
Thur 20 th Jan 2022	School	Catering Manager places food orders to be delivered in time
Mon 31 st Jan 2022	Children	Children will receive their chosen meal

From Wednesday 19th January 2022, you need to order each week as the cut-off date for orders will be every Wednesday {at least 10 days before meals are served}. However, you can choose to order meals further in advance if you wish. See example below:-

You need to order by	For meals served week commencing
Wed 26 th Jan	7 th Feb
N/A	14 th Feb {closed for half term}
Wed 9 th Feb	21 st Feb
Wed 16 th Feb	28 th Feb

IF YOU DO NOT PRE-ORDER MEALS, WE WILL ASSUME YOUR CHILD IS BRINGING A PACKED LUNCH AND WE WILL NOT PREPARE A SCHOOL MEAL.

FOR ALL CHILDREN ENTITLED TO A FREE MEAL {Including Universal Infant Free School Meals}: You will still need to order meals though no payment will be requested.

We hope this is a smooth transition but should you have any queries or require help, please contact the school office.

Yours sincerely

Julian Rogers
Headteacher