



Our Ref: RCP/JDC/SMO

27 August 2020

School Meal Ordering

Dear Parents / Carers

Re: Ordering of school meals from September 2020 – lunchtime only

For the minority of students who require a grab bag for lunch the following process has been put in place for our return in September. However, where possible we encourage you to send your child with a drink, snacks and a packed lunch from home.

Due to the changes that have been put in place to support social distancing, we are only able to offer pre-ordered food from the Galley. Your child will need to have a credit balance for their school meals on our system and the daily cost will be deducted centrally from the balance.

All payments for school meals in September will need to be made via the parent pay system. The cash revaluation machines (where students top up their account via cash) on site will **not** be in use. All students have a parent pay account but if you wish to top up not using a debit card then we can provide you with a pay point bar code for payment. The bar code can be used at any retail outlet showing the pay point symbol. The post office on the Broadway, Plymstock accepts pay point bar codes. If you require a pay point bar code then please email finance@plymstockschool.org.uk giving your child's name and tutor group.

An online ordering system has been set up using Microsoft forms and will be added to our web site. Meals will need to be ordered a week in advance to enable us to source products to fulfil the orders eg – an order for the week beginning Monday 7 September will need to be placed by close of day Wednesday 2 September 2020. The menu link will be posted on our web site separately to this letter.

Any food ordered will be delivered to your child's designated teaching area

The system is the same for any student who has applied for and is eligible for Free School Meals. We only ask that you add FSM to the box where the student name and tutor group is added. This is explained in the form.

In the first instance we are only able to offer a limited menu, but are hoping to extend the menu as we move forward. The longer term plan is to be able to offer food at break times also. I will be in touch as soon as this becomes available.

If you have any queries please do not hesitate to contact us on: info@plymstockschool.org.uk

Yours sincerely

Mr R Pearsall
HEADTEACHER