

GLOUCESTERSHIRE EDUCATION AUTHORITY  
**CHALFORD HILL PRIMARY SCHOOL**  
CHALFORD HILL, STROUD, GLOS. GL6 8LG  
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December 2018

Dear Parents

### **School Lunches - Spring Term 2019**

On the whole we have found the offer of school lunches to be a positive experience for the children, particularly for those juniors who are having them for the first time. However, we have been surprised by how much additional administration that has arisen for our office staff, particularly in relation to meal changes and the chasing of lunch payments. The additional administrative burden takes our staff away from other important tasks relating to your children. We have, therefore, reviewed our current procedures and have outlined important changes that will come into effect from January 2019; please familiarise yourselves with the changes, we very much appreciate your assistance in this matter.

The attached menu commences 7<sup>th</sup> January, a copy of the menu can also be found on our website: ([http://www.chalfordhill.gloucs.sch.uk/parents/school\\_lunches/school\\_lunches.html](http://www.chalfordhill.gloucs.sch.uk/parents/school_lunches/school_lunches.html)). Please return your child's choices on the school copy of the attached menu as soon as possible (and by **Friday 7<sup>th</sup> December** at the very latest). Please highlight or circle your child's choice for the main meal (Main / Vegetarian / Jacket or soup). If you choose soup with a baguette, please indicate a choice of filling. Vegetables are provided with every meal as you will see on your parent copy and children may choose from the yoghurt, fruit or dessert offered on the day. When gravy, stuffing or custard are offered, it is the child's decision whether to have these options or not on the day (you cannot specify this). Please remember to talk to your child about what they like / dislike so that they are happy with the meals ordered.

If we do not receive a menu from you by **Friday 7<sup>th</sup> December**, you will need to provide your child with a packed lunch each day.

### **Changes to menu choices - new procedure**

If your child wishes to make a change to their menu choices, you can complete a *Menu Change Request form*. Please note that we will only accept changes **once per three-week cycle**. Change requests to take effect from the 2<sup>nd</sup> three-week cycle (starting 28<sup>th</sup> January) must be with the school office by 9am on Friday 25<sup>th</sup> January and so on for subsequent changes. This, we hope, will reduce workload and the potential for error.

### **Y1 & Y2 Tuesdays (at the Woodland)**

Please remember that you will need to provide a packed lunch on the days that your child is visiting the woodland. If you find it easier to provide a packed lunch every Tuesday, please do not make any choices on Tuesdays. If, however, you would like your child to have a school lunch on the days when they are not at the woods, highlight their choice as usual.

### **Junior payments for lunches - new procedure with immediate effect**

This term we have e-mailed parents when children's accounts are low as a reminder to top up before the following week. However, this process is not automated and as you will appreciate, takes considerable time to administer. We will no longer have the time to email parents and would ask that you help us by making sure there is always enough money in your child's Dinner Money account for the lunches you have ordered. One way to do this is to set up a *Balance Alert* reminder on ParentPay. Please see overleaf for instructions on how to set this up.

## ParentPay Balance Alert

Once signed in to your ParentPay account you can navigate to Communication>Alert Settings. You will find a list of Alerts you can choose from - the primary alert is the **Balance Alert**. By selecting this alert, you can choose to receive an email or text as soon as your account balance reaches a level set by you. Please note there is a cost if you choose to receive alerts by text message.

Our recommendation is to add an email Balance Alert to each child's account with a threshold amount of *just above* their *minimum* weekly lunch cost.

Meals per week:	1	2	3	4	5
Cost:	£2.36	£4.72	£7.08	£9.44	£11.80

Please take the time to set up the Balance Alert or an alternative reminder; we as a school, are unable to do this for you.

If you can afford to top up for a full term or a few weeks at a time, please see the table below for guidance. By adding a lump sum to your child's Dinner Money account, you will not need to remember to top up regularly.

Number of meals per week	Number of Weeks							
	1	2	3	4	5	6	7	8
1	£2.36	£4.72	£7.08	£9.44	£11.80	£14.16	£16.52	£18.88
2	£4.72	£9.44	£14.16	£18.88	£23.60	£28.32	£33.04	£37.76
3	£7.08	£14.16	£21.24	£28.32	£35.40	£42.48	£49.56	£56.64
4	£9.44	£18.88	£28.32	£37.76	£47.20	£56.64	£66.08	£75.52
5	£11.80	£23.60	£35.40	£47.20	£59.00	£70.80	£82.60	£94.40

Should we find that there are parents who get into debt we may have to look at alternative options such as imposing late payment charges, or withdrawing the offer of school lunches.

If you have any questions, please do ask at the school office.

Thank you for your cooperation.

*Corinne Martin*

Corinne Martin  
Head Teacher

### **Tip – Keep your child's Dinner Money account topped up.**

*If you use the Parent Account feature within ParentPay to pay for your child's meals, please remember to keep your child's Dinner Money account itself topped up. We do not have access to the Parent Account.*

*Once logged in select the **Pay for <child's name> meals** button with the knife and fork symbol to credit your child's school meal balance. Complete the amount you wish to pay. Select **Add to basket**. View the **basket** to pay. Here you select the method you wish to pay by; Visa checkout or other payment method.*