



# RIVINGTON FOUNDATION Primary School



19<sup>th</sup> May 2023



ParentPay



Dear Parents and Carers,

## Important School Meals Information

I am pleased to advise that from Monday 5<sup>th</sup> June 2023, we will be using a new lunch ordering system, called "Cypad Meal Selection". The meals will be selected and paid for in advance by parents. In order for your child to receive a school lunch, please take the following steps:

1. Clear all historic school dinner debt. **Through monitoring, I can see a large number of outstanding balances that need to be settled as soon as possible. Parents will be unable to access Cypad or order lunches until all debt is settled.**
2. Once all debt is cleared (and providing you have remitted sufficient funds to your account) you will be able to order lunches from home up to ten weeks in advance through your ParentPay account. Please note the following:
  - a. You can order your first set of meals from 6pm on Monday 29<sup>th</sup> May. If meals are ordered without enough money in your account, Cypad will give you two hours to top up funds and confirm the meals, or the order will be deleted.
  - b. There is an 8:00am cut off daily for adding or removing any meal choices.
  - c. If you have pre-ordered a meal for a day that your child will not be in school (eg your child is sick, on a trip etc), it is the parent responsibility to remove that meal by 8:00am. If it is not removed, the meal will be charged to the child's account for that day.
  - d. If you have ordered a meal and your child is sent home from school sick, you will not be charged for that meal.
  - e. If you have forgotten to order a lunch for your child and they do not have a packed lunch from home, they will not go hungry! We are able to order lunches for any child

Living life to its fullest; making a difference along the way.



Horrobin Lane, Rivington, Lancashire,  
BL6 7SE  
Tel: 01204 69 69 51  
Headteacher: Mrs S E Annette BA (QTS)



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who has unfortunately not brought their packed lunch into school. This can only be used in emergency situations, as the office is unable to accommodate ordering large numbers of food choices.

- f. Children in Reception, Year 1 and 2 (Universal Infant Free School Meals) will still need to order their meals but do not need to pay for them. The same applies for those on benefit related Free School Meals.
- g. All theme day menus will be ordered through this system. You will receive a promotional poster to inform you of these events in advance.
- h. A weekly email will be sent (to begin with) to remind you to order your child's meals.
- i. If we need to change the menu, at short notice due to unforeseen circumstances, you will be informed and you will be responsible for making the new choices.

This is the link to a short instructional video, this will show you the ordering process.

<https://parentpay.wistia.com/medias/cd0pwrbiiv>

After careful consideration, we are having to increase the cost of school meals. This decision hasn't been taken lightly, and we have been in consultation with our current provider in order to work out a solution that is cost effective for everyone, but with the significantly higher costs that we are now facing for our gas and electric along with the food and non-food inflationary costs. Overall, the costs will increase by **15p** each meal to **£2.50**.

**This increase will take effect across from Monday 5<sup>th</sup> June 2023**

If you have any concerns or queries regarding the new system, please do not hesitate to contact school.

Yours sincerely,  
Mrs Annette  
Head Teacher

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