



4th August 2020

Dear Parent / Carer,

Catering Pre-Order System in September

Due to the COVID-19 pandemic we have subscribed to a new online payment and pre-order solution. This will enable us to be able to provide food during break and lunchtime to all students and staff while maintaining the year group bubbles.

From the end of August, students and staff will be able to login to a web portal. You will be able to do this on your PC, tablet or smartphone and pre-order food for any given day, a number of days, a week or a maximum of two weeks.

You can also check your catering balance to ensure that you have sufficient funds to pre-order food.

To ensure that you do have sufficient funds to pay for food, parents and staff will be given access to a separate online payment portal where you will be able to top up your catering balance and pay for school trips or school shop items. You will be able to review all purchase transactions as well as what your child has pre-ordered.

This new solution provides us with a manageable way of providing food to students and staff and we hope you can understand and support us during these challenging times.

Later this month, we will send a further communication to you with login credentials.

Yours sincerely

Mrs N Mayhew