

SCHOOL MEALS PROCEDURE

1. No member of the teaching staff will be actively engaged in a lunch-time duty. The complete system is run by a Senior Midday Supervisor with the assistance of numerous Midday Supervisors.
2. For children bringing packed lunches, may I remind you that it is each child's responsibility to look after his/her lunch and to be aware of the correct time that it is to be eaten.
3. We would request that no fizzy drinks be sent in and that no drinks are brought in glass containers please. **PLEASE NOTE THE SCHOOL IS STRICTLY NUT FREE.**
4. MCAS (My child at school) is our online payment and booking system. Each parent will receive a link via email to set up an online account on an app or the desktop version. This will **enable parents/carers to book and pay for school meals**. This is a safe system which eliminates parents/carers sending cash and cheques into school. But don't worry your child can still have a school dinner in the meantime, we will just book it for you for these first few days until you are up and running. You can then log in and pay for the meals once you are set up.
5. Parents have until **12 midnight on a Saturday**, for the following week, to **book and pay** for meals, using our MCAS system. (**This is also the deadline for clearing all debts**). This process is repeated week by week (or half term by half term if you so wish). If you have more than one child staying, you must repeat the instructions for each child.

If you forget to make your booking by the deadline, please email office@arnovale.notts.sch.uk by 9:00am on the Monday morning, clearly stating your child's name, class and the days required for a school dinner. The office team will then make the booking on your behalf. We will be completing a dinner register with the children every day; however, it is essential that the above deadlines are followed for the system to run smoothly. Please also remember to ensure your child's dinner account has sufficient funds.

Booking and payment procedure:

- Log into MCAS.
- Navigate to the dinner menu.
- Select add dinner money (£3.00 per day) if needed.
- From the main menu, click on the day you require, select main menu and press submit. This will turn the day green.
- Repeat the previous step for all other days that you require. Note: If your child receives free school meals, the office will continue to make your bookings daily for you.

The numbers are then given to the catering staff to ensure sufficient and correct amounts of food are prepared. The office updates the system to reflect children who are absent and those who have returned from an absence, each morning. This ensures the kitchen has accurate number of meals to cook each day.

We just need to also make you aware that whilst we WILL ALWAYS feed the children, if you have not booked your child's dinners in time, they may not get their 1st choice or they may have to be offered a sandwich lunch if there are not enough hot meals available, this will be charged at £3.

6. If debts are not paid by a Sunday evening, we would require your child to bring a packed lunch with them on Monday and thereafter until the debt has been cleared.
7. Parents/carers can see their child's dinner money account balance on MCAS. If you experience any problems, please email the school office via office@arnovale.notts.sch.uk and they will be happy to help.
8. The price of a daily school meal is currently £3 (as of September 2025). We will always advise of any price changes with as much notice as possible.