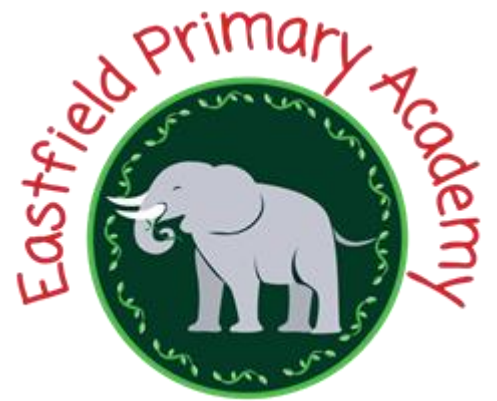


Eastfield Primary Academy

Margaret Street
Immingham
North East Lincolnshire
DN40 1LD

Tel 01469 572455

Principal - Kerry Thompson
Office - office@eastfieldprimary.co.uk



15th October 2020

Dear Parents/Carers

The previous months have been challenging times in many aspects of school including the provision of school meals. To enable us to manage this more effectively and flexibly we are asking that you order meals from the menu which is now active on ParentPay. ALL meals for next term MUST be booked in this way even if they are free through Universal Infant School Meals or the Free School Meal schemes. You will still need to check out the items in your basket but these will show as £0.00 cost.

As a reminder ALL children in Reception, Year 1 and Year 2 are entitled to a free meal under the Universal Infant Free School meals scheme.

We have included some guidance below on how to make the meal bookings on ParentPay but please do not hesitate to contact us if you are having difficulties booking your child's meal. Please ensure you book the meals two weeks in advance to allow the kitchen sufficient time to order supplies.

Kind regards

Eastfield Office Team

How to make meal or event bookings

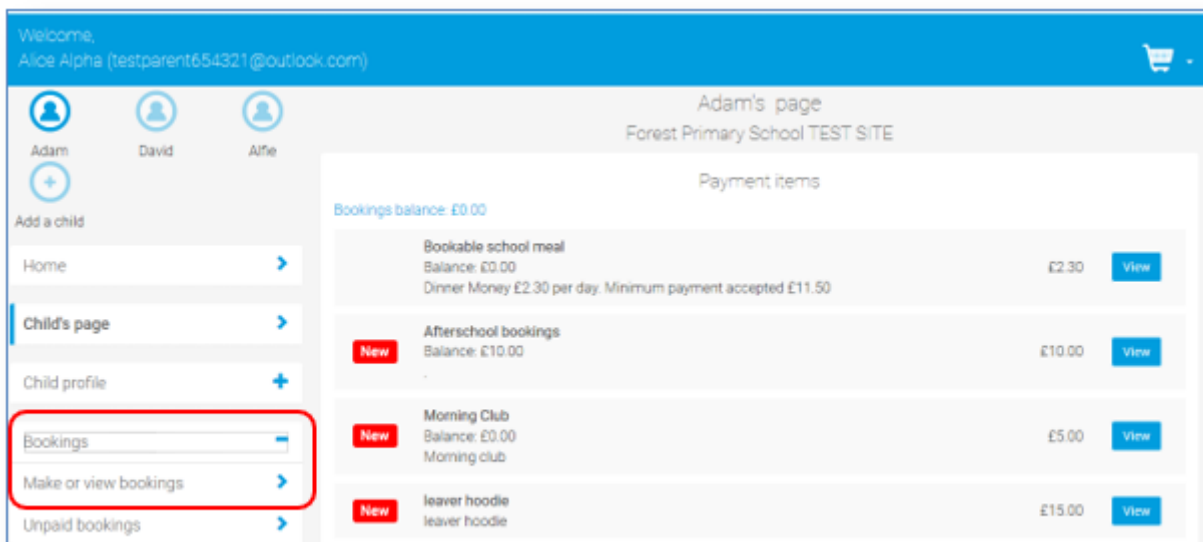
Eastfield Primary Academy is now making use of the ParentPay booking service, you will be able to book your child's meals in advance and select options from the menu. This helps the school minimise food waste, and ensure your child is getting the meal that they choose. Bookings are open up to two weeks prior to the date (to allow for the kitchen staff to order the correct amounts) for example bookings for Monday 16th November will close on Monday 02nd November, you will however be able to make bookings well in advance of the date should you choose to.

To allow for the transition bookings will be open slightly longer in the initial stages and should you encounter any problems please contact the school office straight away so that we can assist you.

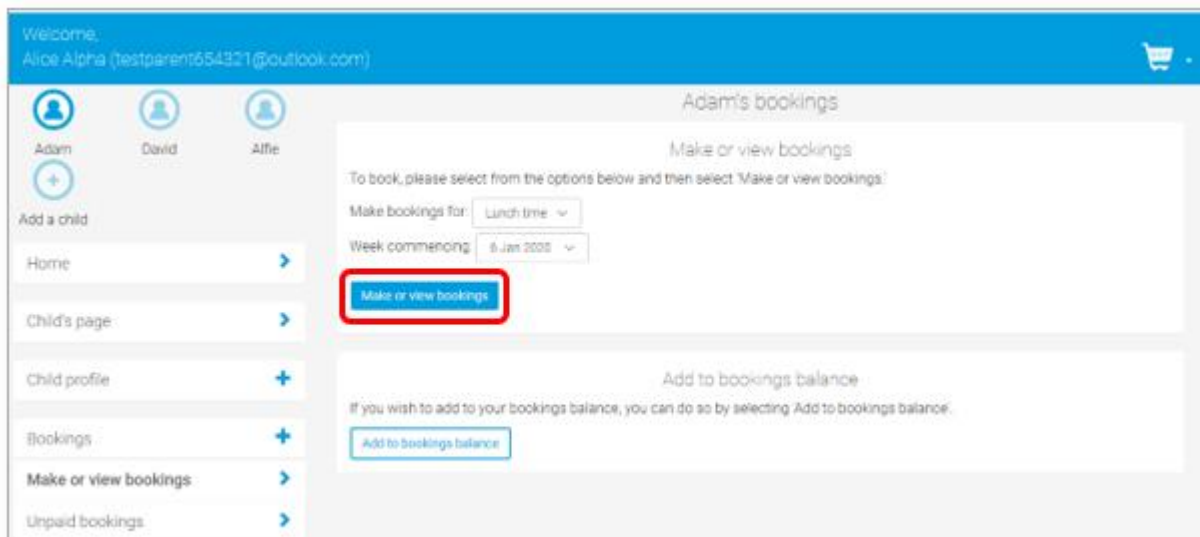
The bookings option will be available in the left side menu (or in the menu drop down if using a mobile device).

Making bookings

1. Go to www.parentpay.com and log in
2. Select the child to make bookings for
3. Select **Bookings > Make or view bookings**



4. Select the time of day that you wish to make a booking for
5. Select the week to view
6. Select **Make or view bookings**



7. You will then be presented with the booking screen.

- Menu selections: Book a meal by selecting from the menu choices shown (please note that some menu's may require you to select dessert also)

Lunch time selection

PLEASE NOTE: When confirming your bookings, any **Payment due** must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.
If your **Payment due** is zero (£0.00), simply confirm bookings and no further action is required.

Week commencing 6th Jan 2020

| Mon 6 Jan | Tue 7 Jan | Wed 8 Jan | Thu 9 Jan | Fri 10 Jan |
|-------------------------------|------------------------------------|-------------------------------------|---------------------------|---------------------------|
| Lasagne with Salad | Roast Beef with Yorkshire puddings | Sweet and Sour Chicken with Rice | Toad in the Hole | Fishfingers with chips |
| vegetarian lasagne with salad | Quorn Roast | Sweet and Sour Vegetables with Rice | Quorn toad in the hole | veggie fingers with chips |
| Jelly and Ice cream | Jam Roly poly with custard | Chocolate cake | Cheesecake | Treacle tart |
| Fruit | Fruit | Fruit | Fruit | Fruit |
| | | Clear day | Clear day | Clear day |

8. Make the required bookings

9. A summary will be displayed at the bottom of the page with any previous unpaid bookings shown in red

Booking summary

[Show symbols](#) | [Help](#) | [Hide info](#)

| Adam Alpha's Lunch time | |
|-------------------------|--------------|
| Bookings added | 3 |
| Bookings cancelled | 0 |
| Cost of new bookings | £6.90 |
| Unpaid bookings | £2.30 |
| Payment due | £9.20 |

Cancel [Confirm bookings](#)

WARNING: Any bookings must be confirmed and (if required) paid for within 2 hours of selecting them. Failure to do so will result in the bookings being automatically cancelled.

10. Review the booking summary, and select **Confirm booking**.

11. Any credit in your Parent Account will be used to pay for the meals. Any remaining cost can be paid by Bank Transfer (if enabled), Visa Checkout or Other payment method

| Basket | | | | Order summary | |
|--|------------|------|--------|--------------------------------------|---------------|
| Item | Total cost | Edit | Remove | Items: | £9.20 |
| Adam - Bookable school meal | £9.20 | | | Total: | £9.20 |
| 50p Tell me more Add donation | | | | Pay by Parent Account credit: | -£0.00 |
| | | | | Amount to pay: | £9.20 |
| | | | | Pay by | |
| | | | | | |
| | | | | | |
| | | | | Other payment method | |
| | | | | Continue shopping | |