

20 October 2022

Dear Parent/Carer

IMPORTANT UPDATE: NEW CATERING SYSTEM REGISTRATION INFORMATION

Further to communication issued on the 14 October, where I outlined that we will be moving to a new catering system from Tuesday, 1 November, I can now provide more information about the new system and the registration process.

Pupils can continue to purchase freshly prepared hot food, snacks and drinks in the dining rooms at break and lunchtime and the new system will speed up the queues at the tills. The system will operate with an ID card, instead of fingerprint recognition, and pupils will be issued with ID cards after the half-term break.

Cold food and drinks, including snacks, will be available to order online from Tuesday, 1 November, and we are asking all parents/carers and pupils to register in the new system in advance ahead of the online ordering going live. To register click on the link below and follow the instructions in the attached user guide.

<https://penworthamparents.myschoolmealorders.com/login>

The new system allows parents/carers and pupils to have an account each and parents/carers with multiple children at Priory to have one account with all children linked rather than the need for separate accounts per child. Catering accounts will continue to be credited via SCOPay and balances shown in VeriCool/Swift Order will be transferred to the new system over the October half term break.

Please note you will not be able to order online until the balances have been transferred. Once this is complete, you will be able to continue to follow the instructions in the attached user guide for how to order and check out.

To allow for staff training on the new system, there will be no food available at break or lunchtime on **Monday, 31 October, the first day back after half term. We ask that pupils bring a packed lunch on this day.** Pupils entitled to a Free School Meal should have completed an order via a link sent by email to receive food on this day. Pupils will be able to collect their order from the main dining room at lunchtime.

For any queries relating to the new catering system please email enquiries@priory.lancs.sch.uk.

Yours faithfully



Mrs C Barker
Strategic Business Development Manager

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