



Lanivet School
Honey's Hill
Lanivet PL30 5HE

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Dear Parent/Carers,

From Monday 5th June, we are making changes to the way in which your child's school meal is booked. We will no longer be taking the children's meal choices in school each morning. You will now need to login into your ParentPay accounts and book and pay for your child's meals. You will be able to see what the menu choices are for each day.

We understand that this is a change to how we currently book meals. We have therefore attached a guide for you to use to help book and pay for meals.

If you haven't set up your ParentPay account, then meals can't be booked nor provided – please contact the office for your login details. If you have forgotten your account details, please try the email address you're most likely to have used and follow the 'forgotten password' link.

Parents of children in KS1 (Year Reception /Year 1/ Year 2) will still need to book your children's meals choices, however these are not payable due to Universal Free School Meals for KS1 children.

Parents of children in KS2 (Year 3 to Year 6) will need to book your children's meal choices and pay online. As per the ParentPay guidance, if meals are booked but not paid, ParentPay will remove the chosen meals and a meal will not be provided as ParentPay will delete it. Therefore, when the office staff download the meals for that day/week, the meals will have been deleted.

Parents of FSM children will still need to book you children's meal choices but won't have a balance to pay.

You can, if you chose, add credit to your ParentPay account to eliminate the need for having to pay for meals each time you book.

Office staff do have the ability to add in 'one off' meals in the event your child may have forgotten their packed lunch. We will record this on ParentPay, and it will show as an outstanding item to pay. Should you then wish to book further meals it won't allow you to do this unless the previous 'one off' meal has been paid for.

Office staff will send a reminder to Parents via text message each month to book your child's meals for the following month.

If debt has accrued prior to the 5th of June, this will still show on your account and will still need to be paid for. We never expect the whole amount to be paid but we do need payments to be made to remove the debt completely.

Any questions, please do contact the office.