

# Aldryngton Primary School

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Headteacher: Elaine Stewart

8<sup>th</sup> October 2020

Dear Parents/Carers

## Important information about Online School Dinner ordering.

From Monday 12<sup>th</sup> October, all school dinners will need to be ordered through your Scopay online account. The system has been tried and tested, by a number of schools in the local area and has proven to be very successful.

This system is for all year groups in school, so you must book online even if you are in receipt of Free School Meals, Universal Free School Meals, or if you pay for meals. It will take into account if your child is a Free School Meal, or if your child falls into the Universal Free School Meal category.

To order online you will need to log into you Scopay account, this can be done either via the Scopay website or via the Scopay app.

A guide on how to order can be accessed by this link:

<https://aldryngton.wokingham.sch.uk/2020/10/08/scopay-parent-guide/>

*NOTE: if using the App to order please select the calendar option which will then allow you to view the meals and select your options.*

If you have NOT yet registered your child's account please contact the school office urgently to obtain your child's unique reference code for the system.

When logging in online, you will see the school dinner menu and will be able to book your child's lunch either on ad-hoc days or regularly in advance.

Please be aware:

- Dinners need to be booked by midnight for the following day.
- You must have credit in your account to enable you to order - payment can be made by credit or debit card.
- If you pre book and your child is ill you must call before 9.00am on the day to enable the meal to be cancelled and if the meal is paid for to enable your account to be credited.

We are no longer able to book meals in school, as the daily report will go straight to Caterlink at 9.00am. In the event of a school dinner not being booked before the midnight deadline, **you will need to provide a packed lunch for your child.**

The system will be live from Friday 9<sup>th</sup> October 2020 to allow you to start booking.

If you have any queries, please do not hesitate to contact the School Office.

Yours sincerely

Elaine Stewart  
Headteacher

