

20<sup>th</sup> July 2020

Dear Parents and Carers,

### Ordering School Lunches

I am writing to inform you of a change in the way we will be ordering school lunches in September. As of 4<sup>th</sup> September 2020 we will require all parents and carers to book their child's lunch online via School Money by 11.59pm the previous day. **There will no longer be the facility available for children to order on the day in the classroom and it is imperative that lunches are ordered in advance. This includes all children entitled to Universal (Reception, Year 1 and Year 2) and free school meals.** You will be able to view the menu and make your choices with your child knowing the meal that they will be having. It will also free up valuable teaching time in the classroom without the need for teachers to spend time booking the lunches with your child.

### Dinner Ordering

- Log into your School Money Account

<https://login.eduspot.co.uk/public/portal/parent/?app=SchoolMoney&source=website&version=20190314>

If you have forgotten your login in please let Mrs Webber know and she can re-set it for you. All Reception and new children will have their log in details for School Money sent to them on Thursday 3<sup>rd</sup> September (new Reception will not need to order until the following week).

- Select Dinners from the option menu on the left hand side of your screen
- This will take you to a screen which will show each of the dinner weeks that are available to pre-book under your child's name
- Select the +sign next to the week you would like to pre-book
- Select the drop down box next to the day you want to book for and choose one of the options available
- Once all meals have been chosen, click the 'Update Booking' button in the bottom right hand corner
- You can repeat for any other weeks you want to book
- When you have finished your selection please check out and pay



All Saints Marsh C of E Academy  
Osborne Street, Newton Abbot  
Devon, TQ12 2DJ  
T: 01626 365293 E: [allsaints@lapsw.org](mailto:allsaints@lapsw.org)



# TOGETHER WE EMPOWER EXCELLENCE



- If your child is eligible for free school meals or universal infant free school meals (in EYFS, Year 1 or Year 2), then you will still need to book and check out the lunches but you will not be charged. Payable dinners are charged at £2.45 per child

A reminder that you can also access School Money via the MyEd App. If you have not already downloaded the App we would encourage you to do so as this will give you access to information about your child and the school in one place. Downloading the App is just three simple steps:

- Step 1 – Go to your App store
- Step 2 – Search for My Ed
- Step 3 – Download the App

All Reception and new children will be able to download the App now, but will not see their child attached to their account until Thursday 3<sup>rd</sup> September.

There will be no credit facilities available and unless your child is entitled to a free school meal, you will need to pay for the lunches at the time of booking in order to complete the order.

For your information, I have attached a copy of the School Money Parent User Guide and a copy of the menu starting in September.

Should you have any queries or need your log in resetting, please do not hesitate to contact the academy office who will be happy to assist you or email [allsaints@lapsw.org](mailto:allsaints@lapsw.org).

Yours sincerely

*Mrs Edwards*

Mrs Edwards

Head of Academy