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Dear Parent/Carer,

We are delighted to announce following feedback from our parent/carer community, we will be launching a new dinner booking service via SCOPAY where you will be able to book your child's meal **for Monday 6 July 2020** onwards via your SCOPAY account. The benefits of this new service will be as follows:

- Book school meals in the comfort of your home
- Check your child's dinner money balance via your SCOPAY account
- Continue to top up your child's dinner money account via SCOPAY
- Book meals 24 hours in advance or up to a term at a time
- Reduce staffing resources required to manage the current dinner money process
- Reduce time taken by the teacher to book individual lunches for pupils so they can focus on pupils and their learning
- Environmental and economical benefits by reducing use of paper, printing and stationery

The decision to proceed with this new service is to ensure that you can view the balance of your child's dinner money account, see transactions, as well as together with your child discuss the meal options available and book as required. **The booking service will go live on your SCOPAY account from Wednesday 1 July 2020. Unfortunately, within 24 hours of the school day, meal options cannot be amended and if you have failed to book a meal within this time you will need to provide your child with a packed lunch for the day.**

If your child/children are entitled to free school meals you will also need to book online.

Please note that any school dinner money balances will need to be cleared prior to any bookings being made online. Similar to those that use our breakfast and after school club facility you will need to be in credit to be able to book a meal for your child.

To support you with making bookings via this new process, please see SCOPAY's '[Guide on ordering meals online](#)' along with a [Tucasi](#) & [CLF privacy policy/notices](#), informing of how we use your data. We will provide you with more detailed information on the booking process nearer to the time it goes live.

As this is a new way of ordering meals, we would welcome any feedback on any issues you face whilst using the new ordering system.

In summary with effect from Monday 6 July 2020, your child will no longer book their school meal via classes as this would need to be done online via SCOPAY by Saturday 4 July 2020 and daily thereafter as and when required. Should you have any questions, please do not hesitate to contact the school office via info@sa.cabot.ac.uk.

Kind Regards

Pam Kaur
Operations Manager