

Dear Parents,

Re. On-line Meal Ordering

As you are aware from the recent newsletter we are initiating CYPAD – an on-line ordering system for school hot dinners.

We are undertaking a “trial run” on Monday 2nd November (the remainder of that week we will be doing manually ie. Dinner registers as usual) and will be “going live” with the system on Monday 9th November every day.

In order for this to take place parents will need to register their child on to the system. I attach a leaflet giving full details of how this can be achieved. The instructions are very straight forward and it should be able to be completed in a very little time. (Please ignore page 1 unless you have a child in a junior school too).

The sooner the registration is completed the better and we would **encourage** you to **complete it by SUNDAY 25th OCTOBER**. It is imperative that **ALL** children are registered by **FRIDAY 30th OCTOBER** in preparation for the “trial run” to take place and unfortunately the school is unable to register on your behalf.

We are encouraging parents to pre-order their child’s meal (inc. pudding) with/for them. This can be done for up to six weeks in advance. However, once registered, your child will be able to access the system in school themselves on a daily basis to request which meal they want if this has not been pre-ordered. Pre-orders can only be changed up to midnight the day before so this will eliminate children changing their mind on the morning.

A representative from ISS will be on site for the first few sessions. She will be available to speak to parents on TUESDAY 3rd NOVEMBER at 3.20 p.m. If you are having difficulty in registering your child or if you have any questions you would like answered please do come along and speak with her. Or if you are unable to come please do telephone the school and we will try our best to assist you.

I am also attaching a copy of the “new menu” which will be effective from 2nd November. As you will see we are returning to a 3 choice menu which will, hopefully, cater for every child’s request.

Obviously if your child usually has a packed lunch this option is still available, however, if your child has split between packed lunches and hot dinners you will need to register them.

For those of you with children in Meon Junior School you will already be aware of how this works. The only difference being that the Infant School children do not require the payment option.

If your child is going to be late into school and you have not pre-ordered please ensure you telephone the school **before 9.30 a.m.** to order a meal. Otherwise a packed lunch will need to be provided.

I hope you will bear with us while we are still learning the system too.

Kind Regards

Lynda Daish
Headteacher