



MANSFIELD PRIMARY ACADEMY

Principal: Mr D Jane

Newgate Lane, Mansfield, Notts NG18 2LB

Telephone: 01623 624709

Email: admin@mansfieldprimaryacademy.org

Website: www.mansfieldprimaryacademy.org



@MansfieldGAT

3rd February 2022

Changes to Meal Bookings on Parent Pay – IMPORTANT PLEASE READ!

Dear Families

Our current online payment system, ParentPay is being upgraded to incorporate a meal ordering system.

This is something all schools are having to follow because of new legislation from the Government called “Natasha’s Law,” which is also why you were sent a form requesting any updates to the information we hold regarding allergies or dietary requirements your child/children may have.

PLEASE NOTE ANY PARENT/CARER WHO HAS NOT YET SUBMITTED THIS FORM MUST DO SO – even if your child is having a packed lunch or has a Free School Meal, this now needs booking on the new system. Use this link to go to the MS Form now. Thank you.

<https://forms.office.com/r/DjVYcWYkxs>

As of Friday 4th February you will order and pay for meals through ParentPay. Your logins remain the same, but the meals choice will look slightly different. Instructions will follow later today so that you know what to expect. The main difference will be that if your child brings packed lunch or has Free School Meals, you must now also add your choices to the system.

All other items, such as trips, will not change at all.

You will have up until the Sunday evening, a week in advance, to place your meal choices.

This is because the order then goes straight through to the kitchen, so they have the numbers needed.

For example, for meals to start on Monday 7th March 2022...

...they must be booked by Sunday 27th February 2022.

20	21	22	23	24	25	26
27	28					
March 2022						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

As a parent/carer, you will also be able to cancel a lunch on the day if your child is absent or they have decided they do not want a hot lunch, this will then give you a credit on your account. You can also let the school office know when you call about an absence, and they can cancel the meal for you instead.

Part of the Greenwood Dale Foundation Trust Group of Academies

The Greenwood Academies Trust is a company limited by guarantee, registered in England and Wales, registered number 06864339. A list of Directors is available for inspection at the registered office, Greenwood House, Private Road No 2, Colwick Quays Business Park, Nottingham NG4 2JY. Further information about us is available at <http://www.greenwoodacademies.org>



Because your child's allergies will already be held in the system, it will not be possible to mistakenly order a meal which contains any ingredients you have said your child has an allergy to. These options will be greyed out and you will need to select another option. Similarly, if your child has an intolerance and you have identified this on the MS Form, any meal containing those items will also be greyed out.

When the system goes live on Friday 4th February you have until Sunday 6th February to make your meal choices for week commencing 21st February.

If you have not yet set up your Parentpay account, please contact the office to request a log in. Every child needs a Parentpay account whether or not they have school meals and whether or not they are entitled to Free School Meals, so please do not delay in letting the office know.

From Friday 4th February, the new system will be live, and for this reason this is the step by step impact for parents;

- Meals will need to be booked for the week beginning 21st February (week after half term). These will need to be booked by **Sunday 6th February, midnight**
- From the week commencing 7th February you will be able to book meals for the week commencing the 28th February – these need to be booked by Sunday 13th February **Parents can often forget to book during half term so this is extremely important.**
- We will endeavour to provide a date guide to remind everyone of the cut off dates for ordering – remember, every child in school needs to have their meal choices made on Parentpay including Packed Lunches, Free School Meals and Universal Infant Free School Meals (UIFSM).
- Anyone who is entitled to Free School Meals/UIFSM will not be charged when they have completed their orders for the week and when you get to the “checkout” there will be Zero to pay.

Moving forward it will be essential that meals are all pre-ordered due to Natasha's Law. This means the kitchen will no longer be able to provide meals to children who do not have one pre-booked. We have always tried to accommodate but this will no longer be allowed.

Thank you for your continued support and we hope you can see the benefits to supporting this new legislation.

Kind regards



Mrs A Farnworth
Office and Operations Manager