

17th July 2025

Dear Parent/Carer

Regarding KS2 Online Dinner Payments

When your child joins us in Year 3 orders and payments for dinners are only to be made through your child's SCOPAY account. Orders for dinners need to be booked 24 hours before the day; SCOPAY will not allow you to book a school meal on the day. If for any reason you are unable to pre book a school lunch, please speak to a member of the office team who will be able to book your child in for a meal as long as you have sufficient funds on your account. This procedure also applies if your child receives free school meals. You can apply for FSM online using the following email address www.gov.uk/apply-free-school-meals Please note that your child will no longer be entitled to the the FREE Universal School Meals that they received in year 2 once they are in year 3.

Dinners can only be ordered online through your SCOPAY account NO dinners can be ordered through the kitchen. If you have not booked a dinner online through your SCOPAY account, you may be contacted to bring a packed lunch up for your child. Only payments for dinners can be made online through your SCOPAY account.

In addition, the desktop site version of the Online SCOPAY System will give you information that is more detailed and will allow you more access than the mobile phone site will allow.

If you have any queries please do not hesitate to ask a member of staff.

** The price for a school lunch is £2.30 per day. You can pay either daily or weekly. Please ensure that you have funds in your dinner account before booking a lunch. Alternatively, on days that your child does not want a school lunch, they can bring a packed lunch.*

Yours sincerely

Office Team