Headlands Community Primary School

Oak Tree Lane, Haxby, York. YO32 2YH
Telephone/Fax: 01904762356
Email:headlands.primary@york.gov.uk
Website:headlandsprimary.org.uk

Thursday 21st July 2022

School dinners September 2022

Dear Parents/Carers,

Next school year, our Catering Company 'Mellors' will continue to provide a hot lunch with a wide range of choices, meat and vegetarian as well as jacket potatoes, sandwiches, and salad bar with lots of competitions and theme days menus. Following a successful experience from the last few years, we will use the weekly pre-orders and coloured banded system again.

Lunchtime in school
Children who are supposed to have a hot lunch will receive a coloured band. Bands will be given out by teachers based on your order placed through Eduspot just before entering the lunch hall. **If no order has been placed, your child will not receive a band, as we will assume they have brought in a packed lunch**.

The Weekly menus and Theme days calendar are attached to this letter and are on the school website in Parents/School dinners and Menu: https://www.headlandsprimary.org.uk/school-dinners-and-menu/ .

If you would prefer a paper copy, please email the office to arrange one, headlands.primary@york.gov.uk

Online ordering using the Eduspot School Money System
For school dinners, we use the 'School Money' platform which is part of Eduspot.co.uk.

On Wednesday 1st September the nominated primary contact for each child will receive a welcome **text message** and **email** from 'School Money' stating that the system is now ready to take orders.

For any new families who have not used school money before, you will receive a password as part of the welcome message. If you have a problem logging in, please contact the school office via email. The school office will be able to reset your 'School Money' password for you. Please note, the reset message you will receive, expires after 24 hours.

To access your School Money account, you can either follow the link from within the email or open Eduspot Parental Login by clicking below:
https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney&source=website&version=20190314

You will be asked to add the following details:
Mobile number – you will receive text messages on this number
Email – you will receive messages via this email
Password –for parents registering for the first time this will have been sent to you.
Child's name – you can use any of your children's names as this will give you access to all sibling information.

Placing your pre-order
Orders must be placed in advance, and the system will be **locked on midnight each Sunday.** This means that no changes can be made after this time to the meal choices ordered for the following week. Please ensure you make your meal choices in good time, as no daily changes can be made.

If your child is having a packed lunch, leave the choice selection box blank.

Price and Payment
Reception, KS1 and all FSM children will be entitled to a free school meal. For KS2 children, the price of a school meal **is £2.35** per meal. All payments **must be made** in advance using the on-line payment system. We are unable to accept any 'cash' payment.

What if my child is absent from school?
If your child is not in school, we will amend your dinner order for that day and no-payment will be taken.

What if my child decides they now want a pack lunch for the day and we have already pre-ordered a meal?
Daily changes to your pre-booked menu choices are unable to be made. You may still choose to send a pack lunch but you would still be charged for the ordered meal.

Orders for the Autumn Term 2022
Orders for the first week must have been placed and paid for by midnight on Monday 5th September.

Orders for **new reception starters**, must have been placed by midnight on Monday 5th September for Thursday 8th September and Friday 9th September.

Dinners can be ordered for the whole of the first half term should you wish.

Communication with the school office
Children with special dietary needs received an Allergens Parent Pack in July. Please fill it in and return back to the school office after 5th September. If you wish to discuss the menu with the kitchen staff, please inform us via email or leave a message, and the office staff will arrange a meeting for you.

If you have any questions, please send an email to headlands.primary@york.gov.uk.
Please note the office can't be contacted via phone before 6th September.

Best wishes,

The School Office Team