



# Headlands Community Primary School

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Website: [headlandsprimary.org.uk](http://headlandsprimary.org.uk)

Thursday 20<sup>th</sup> July 2023

## School dinners September 2023

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 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 by 10am on Friday 21<sup>st</sup> July to arrange one: [headlands.primary@york.gov.uk](mailto: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 w/c 28<sup>th</sup> August 2023, 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 open Eduspot Parental Login or follow the link 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.

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 £2.45** 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 (KS2 children) for the ordered meal.

### Orders for the Autumn Term 2023

Orders for the first week must have been placed and paid for by midnight on Monday 4<sup>th</sup> September.

Orders for **new reception starters**, must have been placed by midnight on Monday 4<sup>th</sup> September for Thursday 7<sup>th</sup> September and Friday 8<sup>th</sup> September.

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

### Special dietary needs

Children with special dietary needs who received an Allergens Parent Pack in July. Please fill it in and return back to the school office after 5<sup>th</sup> 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 with the catering company staff for you.

If your child has a significant change in dietary needs, please inform school before September.

If you have any questions, please send an email to [headlands.primary@york.gov.uk](mailto:headlands.primary@york.gov.uk). Please note the office can't be contacted *via phone from 24<sup>th</sup> July to 5<sup>th</sup> September*.

Best wishes,

The School Office Team

