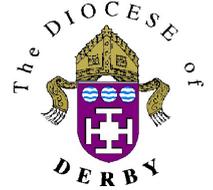




Calow Church of England (V.C.) Primary School
North Road, Calow, Chesterfield, Derbyshire S44 5BD



*'Aiming High
Together'*

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Dear Parent/Carer,

17th November 2021

IMPORTANT UPDATE ON PARENTMAIL - ORDERING DINNERS

At the moment, we are finding that dinners are not always being ordered on Parentmail when required and are also, sometimes, being ordered when not required. Whilst we understand that this will be an oversight, can we please remind you that it is **imperative and is your responsibility** to make sure your child has a dinner booked on the Parentmail system for each day that they want one. This is how we know how many dinners to order each day from our kitchen and ensures you are paying the right amount. Below is a reminder of some of the key points:

- Please make sure that dinners are ordered on Parentmail by just before midnight as this is the cut off for the following day. A dinner cannot be ordered on Parentmail by yourselves on the day.
- Please ensure that you **do** order dinners when paying on Parentmail. Paying does not automatically order a dinner, the days required need booking.
- Please be aware that we will **not know** if your child wants a dinner if you have not ordered one on Parentmail.
- **Free School Meals and Universal Free School Meals** (Reception, Year 1 and Year 2) still have to be ordered in exactly the same way as paid ones on Parentmail but with nothing to pay. If you do not order one, **we will not know** that one is required.
- If your child is having a packed lunch, please ensure that a dinner **has not** been ordered in advance for that day. This includes Free School Meals and Universal Free School meals as, if it has been booked, a dinner will be ordered. We try our best to keep waste to a minimum. Unless we are informed before ordering from our kitchen, paid dinners ordered when not required must still be paid for.
- We will remove any booking for a dinner that has been booked in advance for a child who is off ill, ensuring you are not charged for it.

At the moment, we are adding and removing bookings manually on a regular basis. We do our best to make sure every child requiring a dinner has one ordered from the kitchen but we are unable to keep double checking as this is hugely time consuming. We therefore require your full support in using Parentmail.

We would not knowingly allow any child to go without dinner and if you do realise first thing in the morning that you have not ordered a dinner for that day, please ring school and we can order one. Please do not send an email to tell us as these can be easily missed amongst the hundreds we receive daily.

At the moment there is a daily option of Jacket potatoes. Their dinner must still be ordered on Parentmail and KS2 children can inform their teacher if they want a potato and KS1/Reception and Nursery parents/carers must inform their child's teacher each day if they require one. This system will remain in place until the end of the term.

Dinners ordered for January on Parentmail will have the option daily of choosing a main meal or a jacket potato.

Please do not hesitate to contact the school office should you have any questions.

Kind regards

A handwritten signature in black ink that reads "Daniel Sumner". The signature is written in a cursive style with a long, sweeping underline.

Daniel Sumner
Headteacher

