



West Leigh Junior School

Part of the Portico Academy Trust

Executive Headteacher - Mrs C. Woolf

Head of School - Mr J Lear

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PORTICO
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opening doors, unlocking potential

CEO - Mrs C. Woolf

12th April 2021

Dear Parents/Carers,

ParentPay – School Meals

Our new ParentPay system is now up and running. From April 14th, the way school meals are ordered will change. You will need to order your child's lunch through ParentPay and select the options they will have from the menu. You can order the lunches in advance or on the day, but you must order before 8am if ordered on the day. There will no longer be an option to order the lunch in school.

To order your child's lunch you will need to log in to your ParentPay account. From the home page click on **book meals and places** and then **make or view bookings**; you will then see the lunch menu. From here, you will need to select your child's main course and dessert. Once you have confirmed your selection you will need to make payment for the meals you have ordered. If you are in receipt of free school meals the amount due will show as zero.

This facility is only for children who are having a school lunch. If your child is having a packed lunch, you do not need to order.

If you have any queries please do not hesitate to contact the school office on 01702 478593.

Yours sincerely,

Cheryl Woolf
Executive Headteacher

John Lear
Head of School