

CONIFERS PRIMARY SCHOOL

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HEADTEACHER
Mr A Johnson

29th June 2020

Dear Parents and Carers,

Today, your child will be bringing home a Hot Meal Menu. All orders for September need to be ordered by **Friday 10th July**.

All orders will now need to be placed with our online ordering and payment system - SCOPAY. The online system is far more convenient for everyone and we encourage you to register on the system at www.scopay.com/conifersprimary-dorset. If you need a link code to set up an account, please contact the school office.

When placing your order please remember:

- You will need to order one week in advance. The deadline for all menu orders is **Sunday** of the school week before the meals are ordered. **E.g. for week commencing Monday 15th May order by Sunday 7th May.**
- If there is a school holiday you need to order one week before the end of term. **e.g. for menu week commencing Monday 7th September the order needs to be placed by Sunday 13th July.**
- As the orders are directly linked to our food provider, if you do not complete an order, **NO** meal will be available for your child and you will need to provide a packed lunch.
- Orders can be placed half-termly in advance, or week by week - the choice is yours.
- If you have ordered a Hot Meal on a day that happens to be a school trip, your order will automatically be amended to a packed lunch, option C (Charlie).

The cost of the meals will be £2.45 per day and £12.25 per week, but remember these meals are free for children in Reception, Year 1 and Year 2, they are also free for any children in Year 3, 4, 5 and 6 who are registered for Pupil Premium (Free School Meals).

If you are eligible for Pupil Premium, as well as receiving free school meals you would be entitled to a **£25 uniform voucher every year and 50% off residential school trips**. You may be eligible if you are in receipt of one of the following benefits, Child Tax Credit, Job Seekers' Allowance, Employment Support Allowance, State Pension Credit & Support for Immigration & Asylum. The Local Authority is able to grant free school meals, if you think you are entitled please visit www.dorsetforyou.com or telephone 01305 221000.

If you have any problems online or any questions about the menus, or free school meals, please do not hesitate to contact the school office.

Yours sincerely,

Mrs N Hansford
Senior Finance Officer

