



Be the best you can be, every day

23 March 2023

Dear Parents & Carers,

New School Meal Pre-Ordering System

We are very excited to offer KS2 (Year 3 to Year 6) parents and children the facility to pre-order school meals through Scopay. The online ordering system will be coming into effect after the Easter holiday break. All school meals will have to be pre-ordered in this way going forward. **Please note this facility is not available to children in Reception, Years 1 & 2 as they are in receipt of Universal Free School Meals.**

The system is very easy to use and it will give you and your child the control to choose meals that they enjoy and will reduce waste. There will no longer be any need to inform the office and give notice when you would like to change your child's meal preference. You can simply choose to dip in and out of school meals to suit your family's needs.

Key Information

- Menus will be uploaded onto Scopay and parents can order their child's meals for the week/fortnight/month ahead
- There will be a daily choice of lunch for your child - a main, a vegetarian and jacket potato option
- There will be flexibility to switch from school lunches and packed lunches without having to give notice
- Lunches can be ordered up to 24 hours in advance. After this point, you will need to contact the office to place an order.
- No more email reminders for unpaid school lunches. Lunches are paid for as you order them. If your child is absent and you inform the office then the cost of that meal will be credited back to your account.
- Special Diets and allergies will still be catered for
- Families in receipt of Free School Meals will be able to order lunches without the need for payment

Many of you will have used the system to book the Christmas Lunch back in December but we have attached step by step instructions on how to order your meals going forward.

If you have any concerns with using the new system please contact the office and we will be happy to help.

Kind regards
School Office & Catering Team

Head Teacher: Mrs Jane Douglass
North Downs Primary School

Email: info@northdowns.surrey.sch.uk Telephone: 01737 843384
Main Office: Brockham Village, Wheelers Lane, Brockham, Surrey RH3 7LA
Betchworth Village, The Street, Betchworth, Surrey RH3 7DJ
Leigh Village, Tapners Road, Leigh, Surrey RH2 8NN

